



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

09 OCT. 2018.

US ARMY GARRISON YONGSAN- CASEY POLICY LETTER # 51

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment and Duties of Building Coordinators and Fire Marshalls for Unaccompanied Personnel Housing (UPH)

1. **REFERENCE:** AR 420-1, Army Facilities Management, 12 Feb 08.
2. **PURPOSE:** To establish policy, responsibilities, and procedures for the US Army Garrison Yongsan - Casey (USAG Yongsan - Casey), Unaccompanied Personnel Housing (UPH) Building Coordinator (BC) Program.
3. **APPLICABILITY:** This policy is applicable to all US Army, Air Force, Navy, Marine Corps, and Department of Defense (DOD) personnel assigned to UPII.
4. **GENERAL:**
 - a. Maintaining high standards of discipline, cleanliness and sanitation in UPH is the primary responsibility of the Commander, USAG Yongsan - Casey. To obtain these high standards, the housing chain of command is established as follows: Commander, USAG Yongsan - Casey, Director of Public Works (DPW); Chief, Housing Division; Chief, UPH, and Building Coordinator.
 - b. Senior occupant or occupant with the longest DEROS will be appointed in writing by the DPW.
 - (1) Appointment orders cannot be refused or further delegated.
 - (2) Appointments will remain in effect until DEROS, or upon quarter's termination.
 - (3) It is the BCs responsibility to notify the housing division within 60 days of departure to make arrangements to clear quarters.
 - c. Building Coordinators are the primary hand receipt holders for common use property (i.e., appliances, dayroom furniture, tools, etc.) and will not be cleared from the installation until their hand receipt is reconciled.

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5. Responsibilities

a. Housing staff will:

(1) Inform individual of his/her appointment and provide BC appointment orders within five working days.

(2) Provide BC a copy of the UPH BC Program Policy and the Yongsan and Section IV, Yongsan and USAG Yongsan - Casey UPH standing operating procedures (SOP).

b. Building Coordinators will complete the following within 10 days of quarters assignment:

(1) Familiarize themselves with the UPH BC Program Policy and the Section IV, Yongsan - Casey and USAG Yongsan - Casey UPH SOP.

(2) View the fire prevention video.

(3) Report to the Self-Help Service Center, Bldg 5274 (located on South Post), with a copy of appointment orders to establish an account.

(4) Sign for all common use furnishings and appliances.

(5) Ensure that the common use areas are clean, sanitary, and in good repair at all times. Building Coordinators are authorized to assemble occupants as they deem necessary to perform cleaning and maintenance of common use areas, as well as coordinate activities that will improve living conditions of quarters.

(6) Repair any maintenance and/or repair problems. If the repair cannot be resolved through use of the Self-Help Service Center, report service orders to DPW Service Order desk M 724-3360.

(7) Ensure compliance with fire and safety regulations; this includes occupants and property. Call the Yongsan- Casey Fire Department at 738-5020 to address any noted deficiencies (this includes an inspection of fire extinguishers, fire alarm and detector problems).

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(8) Ensure occupants adhere to rules of shared living. Occupants should not operate TVs, stereos, radios, etc., at a volume level that will infringe upon the rights of the other occupants or neighboring quarters. All occupants will observe quiet hours between 2200-0600 daily; 2400-0800 weekends and holidays.

(9) Settle disputes among residents, guests, or housemates. Report disputes that cannot be settled to the Chief, UPH office for final resolution.

(10) Ensure that the building and/or individual rooms are not occupied by personnel other than those assigned by the UPH office. For questions concerning the authorization of temporary overnight guests (i.e., family, friends), refer to the SOP for UPH or call the Chief, UPH at 738- 5506/4448/3220.


(11) Post housing chain of command and general resident information on common use area bulletin board.

(12) Schedule pre-termination inspection at least 45-60 days before departure. Engineering and Inspection Branch (EIB) personnel will brief the HC on the final termination inspection and cleanliness standards.

(13) Clear Self-Help Training Center (Bldg 5274) prior to final termination inspection.

6. This Policy will remain in effect until rescinded or superseded.

7. Point of contact is Chief, UPH at 738-5506.


MONICA P. WASHINGTON
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Commanding

DISTRIBUTION:
Housing Manager
BEQ/BOQ Building Coordinators