



REPLY TO
ATTENTION OF

DEPARTMENT OF ARMY
UNITED STATES ARMY GARRISON - MIAMI
3511 N.W. 91ST AVENUE
MIAMI, FL 33172-1217

SOGM-CO

1 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison-Miami (USAG-M), Policy Memorandum Number 20 – Unaccompanied Personnel Housing (UPH) Standards of Conduct

1. Reference. Army Regulation 210-50, Housing Management
2. Purpose. To identify living standards for service members residing in Unaccompanied Personnel Housing (UPH).
3. Applicability. This policy applies to all service members assigned or attached to Headquarters, USSOUTHCOM in Miami, Florida, residing in UPH.
4. The maintenance and cleanliness of UPH is required for the health, welfare and safety of every service member assigned a living space. The UPH provides a secure and comfortable living area for single service members to enjoy, rest, and relax.
5. Responsibilities. Directors/Commanders are responsible for the readiness, welfare, morale, discipline and good order of their directorates, to include their UPH personnel, therefore, when assigning a service member to or from a UPH unit their supervisor must be present. "Knowing" your service members, means not only knowing their tactical and technical competencies, but also their background, character, talents, hobbies, lifestyles, financial well-being, stresses and problems. This knowledge is the corner stone we must build upon to make USSOUTHCOM a better place to live and work.
6. Standards. The standards for the UPH are derived from the fundamental principal that behavior and situations that are detrimental to the discipline and good order of a unit must be eliminated. These standards are:
 - a. Cleanliness. All common areas and individual rooms will be neat and clean and present an appropriate appearance.
 - b. Security. All personal rooms and apartment entrances will have functioning door locks, doors, and windows.
 - c. Appliances. Lighting, heating and cooling systems, latrines, washers, dryers, refrigerators, microwaves, and other major appliances, must be kept functional and clean.

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d. Safety. Safety is everyone's responsibility. Hazardous conditions or the presence of hazardous materials will be corrected or reported immediately to the Garrison - Miami 1SG and/or Housing Office.

e. Privacy. Privacy is limited to personal rooms assigned to the service members and then only when the room is properly secured as outlined in this SOP. Common areas such as with kitchens and hallways are not considered private.

f. Alcohol. The intent is to deglamorize the consumption of alcohol, although alcohol is permitted in UPH. Law prohibits consumption of or possession by those under age 21. Only personnel who are 21 or older are authorized alcohol in the UPHs. Alcohol will not be stored in common areas, or made accessible to underage personnel. Alcohol is not permitted in the personal living space of individuals 20 or younger. Suppliers of underage drinkers are subject to administrative and/or punitive action for their part in this illegal act. Service members subject to recall will not consume alcohol. Consumption of alcohol while on duty is prohibited.

g. Weapons. Privately owned weapons are authorized to be stored in UPH; however, UPH residents must obtain the approval of the Garrison Commander. All precautions must be taken to ensure the safety of any personnel that may enter the UPH. Under no circumstances will loaded weapons be left unsecured in an area or manner that can cause harm to any individual that enters the UPH. Weapons will be properly secured at all times with a trigger lock or magazine lock. Guns and ammunition will be stored separately. Personnel with privately owned weapons must comply with Florida State Substantive Laws, Chapter 790, Weapons and Firearms, governing possession and use of firearms.

h. Classified Material. Classified material or information will not be taken to or stored within UPH.

i. Cohabitation. Cohabitation with anyone other than a service member's assigned roommate is prohibited.

j. Smoking. Smoking is authorized only in individual rooms or outside of the UPH.

k. Visitation. Overnight guests are not authorized and must vacate the premises by midnight, Monday through Sunday. A parent or guardian must accompany guests under 18 years of age. Service members must be considerate of their roommate's privacy while entertaining visitors.

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l. Personal Property. Stereos, telephones, civilian furniture and bedding are authorized. Furniture provided with the assigned rooms and common areas must be maintained by the UPH residents within the quarters so as not to damage or make accessible to theft.

m. Pets. No pets are authorized. Fish in aquariums are permitted.

n. Posters/Wall Displays. Nothing may be displayed that is in “bad taste” and could be construed as offensive to any other person based on race, gender, religion, national origin, or creed. The Garrison Commander or First Sergeant will determine what is reasonably construed as offensive or prejudicial to good order and discipline in the UPH.

o. Flags/Banners. Properly displayed flags of the nation, states, and U.S. territories and possessions are permitted. Appropriate regulations to display, dignify and respect the flag of the United States of America will be followed.

p. Contraband. Contraband items prohibited by law and/or regulations are not permitted in UPH or privately owned vehicles (POV). Examples include flammable supplies, and racist signs/symbols.

q. Utility Conservation. All service members have a responsibility to conserve utilities, energy and natural resources. Recommended Air Conditioning Settings are 78 degrees when home, 80 degrees when not at home.

7. All UPH residents will comply with the rules and regulations set by their respective rental management offices. All UPH residents are required to read, comply and sign the Liability for Damage housing statement provided by the Housing Office.

a. Unannounced visits to ensure the health and welfare of our service members assigned to UPH will be conducted by the Garrison Commander or appointed representative periodically. Directors and senior enlisted advisors will coordinate with the Garrison - Miami ISG if they desire to conduct separate health and welfare type visits.

b. Work orders are to be processed through apartment complex management/maintenance in accordance with their respective rules and regulations. It is the responsibility of service member to maintain a log of maintenance requests or any other dealings with management, i.e. date/ time when called, name of person contacted, and work order number. If management is nonresponsive contact housing personnel at (305) 437-2656/2670/2664. Clearing Procedures. Service members will schedule a pre-inspection appointment with the Housing Office within 30 days of ETS/PCS or intent to terminate occupancy in UPH.

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8. Service members' supervisor will ensure the service member clears their personal area and schedules the final inspection. Personal items will be removed from UPH units upon final inspection and keys will be turned-in to the housing manager prior to clearing command. After keys are turned in to housing service member is not authorized to reside in quarters.

9. Failure to comply with the provisions of this policy could result in UCMJ actions. The point of contact for this policy is the Garrison - Miami First Sergeant, (305) 437 – 1722.


FRANCISCO J. PEDROZO
COL, SF
Commanding

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