



**DIRECTOR OF PUBLIC WORKS
(DPW)
FACILITY LEADERS ACTION GUIDE
(FLAG)
FIRST SERGEANT BARRACKS PROGRAM
(FSBP)**



**FORT IRWIN
SINGLE SOLDIER HOUSING OFFICE**

**(SSHO) BUILDING 604
SSHO SERVICE ORDER (SO) DESK BLDG 604
SSHO SELF HELP STORE BLDG 604
FORT IRWIN, CA 92310
OFFICE (760) 380-7789
SSH ONE CALL (760) 380-9372**

"We Are The Worlds' Premier Training Center"

EMERGENCY NUMBERS

Emergency	911
Military Police	4444
Main Gate	2255
Animal Control	3740, 6235
Work Order - Pinnacle	386-4663
Work Order - IAP	7425

GENERAL

Armed Forces Bank	386-1504
Barber Shop	386-2770
Beauty Shop	386-1030
Dry Cleaners	386-7979
Firestone Car Care Center	386-3399
Landmark Inn	386-4040
Mary Walker Clinic	7340
Post Exchange	386-2060
Post Office	386-2259
Religious Services	3562
Hospital Appointments	3124

CHILDREN & PETS

Child Development Center	1253
Paws 'N Claws	7387
Silver Valley Unified Schools	254-2916
Veterinary Clinic	3025

ENTERTAINMENT

Ingalls Recreation Center	3585
Movie Theater	3490
Outdoor Rec Center	3434
Strike Zone	4249
Tickets 'N Tours	4767

FITNESS

Fitness Connection	7242
Freedom Fitness Center	3685
Memorial Fitness Center	7715
Oasis Pool	3046
Sandy Basin Pool	447-1469

FOOD / RESTAURANTS

Anthony's Pizza	386-2002
Commissary	3560
Outer Limits	3084
Primo's Pizza	8646
Reggie's	6717
Shoppette, 24 Hour	386-2417
Shoppette, Dust Bowl	386-2215
Shoppette, Sandcastle	386-7111

ON POST:

EOC 760-380-3750
 Range Control 760-380-3878 / 3637
 Main Gate 760-380-2255
 Animal Control 760-380-2679

Visitor Center (Temp Pass)

Phone: (760) 380-6750
 Fax (760) 380-6073

Housing:

Pinnacle 24 Hour Work Orders 1 (888) 419-6499
 Emergency Room 760-380-3114

Water Breakage/Leaks:

- 24 Hours Pinnacle (for leaks in your home)
1 (888) 419-6499
- IAP (Everywhere but housing)
(760) 380-7428
- 24 Hours Outside Large breakages (CH2MHILL)
(760) 386-9706

OFF POST:

Emergency: 911

CHP: 760-255-8700
 Barstow Police Dept: 760-256-2211
 SB Sheriff's Office: 760-256-4838
 Barstow Hospital: 760-256-1761

Military Police/ Fire Department**Emergency: 911**

Cell Phone Users 760-380-HELP (4357)
 Police 760-380-4444 / 4400
 Fire Dept 760-380-3496



Message from the Director of Public Works,

01 OCT 2011

Dear Customer,

Welcome to the First Sergeant Barracks Program (FSBP) Facility Leaders Action Guide (FLAG). We have prepared this guide to aid in giving you an understanding how we will accomplish work orders and service orders for YOU, THE SOLDIER!

The Directorate of Public Works, partnering with Garrison Command and the Nation Training Center, Fort Irwin, Ca, is committed to treating you and your Chain of Command with dignity and respect. While simultaneously providing you with an exceptional quality of living in your new home and working together as one voice ensuring you, our customer is completely satisfied. We are extremely excited for the opportunity to serve and are eager for you to meet our team of professionals to further assist you.

LANCE K. TOYOFUKU
DIRECTOR OF PUBLIC WORKS

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1.0 Introduction

1. Single Soldier Housing (SSH) is a partnership between the unit leaders and the Garrison staff with regard to housing single Soldiers in permanent party barracks. This initiative is one part of the Army Plan to improve the quality of life of our single Soldiers by providing them quality living areas, giving them responsibility for their rooms, and holding them accountable for damages.
2. SSH staff is responsible for the administrative duties of the day-to-day barracks operations. Responsibilities include: reporting barracks utilization, assigning residents to and clearing residents from rooms, providing access to rooms, performing minor maintenance (Self-Help) and vacant room maintenance, coordinating and tracking maintenance requests, and maintaining accountability for barracks furnishings and keys.
3. All residents are responsible to ensure that high standards of cleanliness are maintained in the rooms, common areas, and outside the buildings. Residents are responsible for their visitors' actions while in the barracks.

2.0 Room Assignment

Soldiers must process through their respective SSHO for the assignment of rooms. The SSHO will prepare a hand receipt for the Soldier to sign accepting responsibility for the room and all furnishings within.

Barracks Assignment Guidelines

1. Inspect your assigned space upon arrival. Annotate any deficiencies on the Barracks Move-In Condition/Inspection Checklist provided to you and return it to your SSHO within 3 working days. If the Soldier notes any deficiencies the SSHO inspector will verify and the hand receipt will be reconciled accordingly.
2. Approval from your ISG **and** your SSHO must be received **before** changing rooms.
3. 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.
4. Removal/swapping out of any furniture in the barracks rooms/buildings is prohibited.
5. Practice good housekeeping.
6. Pets are not authorized. Visitors requiring seeing-eye dogs are an exception. A fish tank is authorized with the consent of all parties living in the room; the tank can be no bigger than 20 gallons; This may seem overly strict, but it's intended to protect all the occupants health and welfare as well as avoiding otherwise potentially wasted Soldier and O&M funding to repair avoidable damages.
7. Smoking, smoking paraphernalia and tobacco products (e.g. snuff) are prohibited within the barracks rooms/buildings. Smoking materials must be disposed of properly.

8. When cooking in rooms equipped with cooking appliances, items must not be left unattended. Lit candles and incense are **prohibited** within the barracks.
9. It is illegal to tamper with fire sprinklers and smoke detectors (cover, remove, turn-off, etc). Don't hang items off the fire suppression system.
10. Tampering with any fire prevention/safety equipment may result in punitive action. This includes exit lights and signs, emergency backup lighting and exit hardware.
11. Parking in designated fire lanes or within 15' of a fire hydrant or fire department connection is prohibited. You could be ticketed by the Provost Marshal's Office for parking/driving your POV in non-designated parking/driving areas. Don't drive on sidewalks, basketball courts, and gravel even when moving.
12. For lock-outs any time of the day contact your unit staff duty. If you are still unable to gain access to your room then the Staff Duty must call the SSH One Call (380-9372) to place an emergency work order during the hours of 0700-1600. During non-business hours if the SDNCO cannot get into the room, a transit room will be assigned.
13. Work orders are placed by contacting your SSHO. In the case of an emergency during non-business hours you will call the DPW service order desk (380-3539) and follow the prompts in order to place the emergency work order. Please notify your SSHO of any deficiencies ASAP.

3.0 Room Termination

1. Soldiers should schedule a pre-inspection appointment with their SSHO office NLT 30 days prior to their final out. At this time, the Soldier is briefed on procedures and given a copy of the termination packet.
2. The SSHO Inspector will meet the Soldier at their assigned room for their scheduled pre-inspection. The SSHO Inspector will inspect the room using the move out inspection checklist and Clearing Standards Worksheet. Any deficiencies will be noted and given to the Soldier. The Soldier will schedule their final move-out inspection within five working days from their final out. The move-out inspection will be reconciled against the move-in inspection to determine any damage beyond fair wear and tear.
3. The SSHO Inspector and the Soldier will return to the SSHO office where deficiencies will be assessed. If any damages are determined to be beyond fair wear and tear, the Soldier will be informed and damage collection paperwork will be initiated. If the room is not cleaned IAW AR 420-1 table 3-1 Room Cleaning Standards, the Service Member is informed about the deficiencies and is given the opportunity to reschedule for another inspection.
4. The SSHO A&T Counselor will update the room assignment grid and the BUR.
5. The SSHO A&T Counselor will update changes in the current UPH furnishings management software. Currently, this is eMH. A copy of the termination letter will be provided to the Soldier and a copy filed in the Soldiers folder. Upon completion of this process the A&T clerk will stamp and sign the Soldiers clearing papers.

6. Failure to process through your SSHO office for room moves and terminations may result in a financial liability to the Soldier.

4.0 Accountability

As you are aware upon in-processing you signed a Liability Statement for Damages. This statement explained the rules which apply to Unaccompanied Personnel Housing (UPH). In accordance with (IAW) AR 735-5, a Soldier is liable to the United States for damage to any assigned housing (barracks room) and related equipment or furnishings, if the damage is caused by the Soldier's abuse or negligence. Damages include lack of cleaning or failure to clean when resident clears/moves out of assigned room. The senior occupant in each room will sign for all common area items within the room. The following documents are the estimated costs for damage to the property within your room. These estimates are your cost if you are found liable due to personal negligence.

5.0 Access to Rooms

The SSHO staff provides Commanders with keys as necessary to the BDE S2 to gain access to rooms as required for all lawful purposes or health and welfare inspections. Coordination with SSHO office for access to rooms is required. In an emergency or when conducting health and welfare inspections, unit leaders and SSHO staff are authorized to enter residents' rooms without previous notice, but will alert the resident by knocking before entry. If criminal activity in the room is suspected, the Soldier's chain-of-command and military police will be notified immediately.

6.0 SSHO Office Hours

Hours of Operation. The SSHO office at Fort Irwin will be open from 08:00-1600 Monday through Friday; except Federal Holidays.

7.0 After Hours Work Orders

After normal duty hours or on the weekend/ Holidays, Soldiers should contact their battalion Staff Duty. (i.e. service orders, lockouts). Staff Duty will call the DPW Service Order desk (380-3539) and follow the prompts.

8.0 Locks and Keys

Only the Soldiers listed on the Soldier Responsibility Agreement will be issued a key to the room. Soldiers are not permitted to alter existing locks or install any additional locks.

9.0 Lock-Outs

A. Normal Duty Hours

1. During duty hours Soldier Reports to SDO/SDNCO.
2. SDO/SDNCO verifies lock out i.e. key, code or card is not working.

3. If SDO/SDNCO key doesn't work and Soldier key does not work in the door the SDO/SDNCO and the Soldier goes to the SSHO office.
4. SSHO Office verifies Soldier key does not work and issues new one if needed or initiate service order for lock to be repaired.
5. SSHO key custodian initiates the collection process for lost cards, keys or damaged locks.

B. After Duty Hours

1. After duty hours, (16:00-08:00) Soldier reports to Unit SDO/SDNCO.
2. SDNCO physically verifies it is a lock out. The SDO/SDNCO uses the Battalion key to let Soldier in room. If the Battalion key does not work the SDO/SDNCO issue the soldier a transit room until the next business day.

10. Service Order Priority Identification

10-1. Purpose. This section provides guidelines to aid Barracks NCOs identification of the criteria for priority 1, 2, and 3 service orders. **NOTE: The service order clerk will determine service order priority.**

10-2. Examples of Valid Service Orders. A valid service order is any repair that needs to be made to the facility. Furniture and appliances in the room or common areas are handled as listed below. The refrigerator, cook tops, washers & dryers are Service Order items. The microwave and all furniture are handled through DPW FMO Branch. If any of the listed items need replacing, the FMO will replace the item. Replacement of items will be processed through your SSHO office.

10-3. Definition of Priority 1 Emergency Service Orders and Response Times.

Priority 1 – 1 Hour

Priority 2 – Up to 72 Hours

Priority 3 – Up to 30 Days

Priority 1-Emergency – Emergency work takes priority over all other work and requires immediate action, including overtime or diverting craftsmen from other jobs, if necessary. Usually, work will be classified as emergency when it consists of correcting failures/problems constituting an immediate danger to life, health, mission, security, or property such as:

- a. Gas Leaks
- b. Major utilities service failure
- c. Broken electrical components that may cause fire or shock.
- d. Broken water or steam pipes.
- e. Spills of hazardous or toxic substances.
- f. Accidental lock-ins of small children.
- g. Stopped up commodes (when only one is available for use) or when requiring roto-rooter service.

h. Lock-out or Lock-in of a Soldier from his room. This also includes repairing the locks that fail to function if possible.

Normal response time – Immediate or within one hour. Once started, work will continue at least until the emergency has been terminated and the priority is downgraded. If the remaining work is uncomplicated and close to completion, the job will be completed. If it requires detailed planning or special materials, the work will be rescheduled.

Area/Barracks Emergencies. When a soldier calls in an emergency service order for the barracks or an emergency situation exists in an area, i.e. gas leak, electrical line down, etc. the Barracks NCO should take the following action:

- Visually verify the condition is in fact an emergency and notify proper authorities i.e. Fire Department, MP's, E.M.S etc. immediately if life threatening.

Example: Water leak in room-

- a. Visually verify that leak could not be secured by simply securing a valve closest to problem.
- b. After hours, holidays, or weekends, CQ/Staff Duty should make every effort to assess the situation.
- c. Call in service order immediately to: **380-3539 DPW Work order desk**

Every effort should be made to eliminate unnecessary and erroneous service orders by visual verification and good communication skills with Soldiers and the service order desk.

10-4. Definition of Priority 2 Urgent Service Orders and Response Time.

Priority 2-Urgent – Work required to correct a condition that could become an emergency could seriously affect morale or have command emphasis such as:

- a. Heating and warm water outages.
- b. Air conditioning failure.
- c. Functional failure of ranges and refrigerators.

Normal Response Time- Urgent may vary from 2-72 hours depending upon availability of craftsmen and relative urgency. Once begun, urgent work should be continued until completion, unless the need for special materials causes a temporary job stoppage.

- a. The Barracks manager/inspector/ NCO should visually verify urgency of the service required

Example: The target response time might be:

- 1) Two (2) hours for a heating outage.
- 2) Twelve (12) hours for an inoperative refrigerator.
- 3) 72 hours for a partially inoperative range.

- b. After hours, holidays, or weekends CQ/Staff Duty should make every effort to assess situation. Call the DPW Service Order desk (380-3539) and follow the prompts.

- c. Have Command sign Service Order Logbook Worksheet.
- d. Annotate Master Logbook.

10-5. Definition of Priority 3 Routine Service Orders and Response Time.

Priority 3-Routine Service Order – Work not meeting the criteria for categories 1 or 2 are considered priority 3. This category covers required work that, if not accomplished, would merely constitute an inconvenience or unsightly condition.

Normal Response Time – Service orders in this category will generally be grouped by geographical area for accomplishment in the most economical manner, on a first come – first serve basis. Some of the work requirements in this category may be combined into a Facilities Engineer work request DA Form 4283. When possible, every effort will be made to respond and complete routine service orders within 30 days.

11.0 Maintenance Emergency

Emergencies will be handled immediately. Contact the SSH One Call at 380-9372 and follow the prompts to submit an emergency work order. Emergency situations consist of:

1. Fire - immediately call 911.
2. Lack of electricity.
3. Broken or non-working doors, locks, windows.
4. Roof leaks.
5. Lack of heat when outside temperature is below 50 degrees.
6. Lack of air conditioning when outside temperature is above 80 degrees.
7. Lack of water.
8. Non-functioning toilet.
9. Locked out of room.
10. Flooding.
11. Broken pipes.
12. Any life safety or health concern.
13. Water flowing from grass or street areas (possible underground pipe break).
14. Overflowing manhole (possible sewer back-ups).

12.0 Hazardous Waste

Paint: Dry latex paint can be thrown away in the regular trash. Latex or oil-based paint that is still usable can be recycled and turned into the Pollution Prevention Yard (P2) at Bldg 630. Latex paints are more environmentally friendly than oil-based paints. If you are looking for alternatives, nontoxic paints are also available, though they tend to be more expensive than traditional paints.

Aerosol cans: Turn into the P2 yard.

Motor oil and vehicle batteries: No vehicle maintenance is allowed in the barracks area. However, you will appreciate that Auto-Craft Centers and off-post maintenance shops have collection points for motor oil and vehicle battery recycling.

Drugs: Prescription drugs should be washed down the drain with water.

Lamps: Turn in lights and Compact Fluorescent Light (CFL) bulbs into P2 yard.

Batteries: ALL types of batteries (including AA, AAA, C, D, etc) and light bulbs should be turned into the P2 yard.

Prescription Drugs: Should be turned into the Hospital pharmacy, not dumped down a sink or commode.

Several environmental policies have changed recently. When in doubt call the DWP Environmental office (Bldg 602) at 380-3410.

Fort Irwin RECYCLING GUIDE

Ft. Irwin Phone Numbers

Simple GLASS
EMPTY
CLEAR, BROWN, GREEN
NO LIDS

METALS

CLEAN & EMPTY

ALUMINUM
STEEL CANS

- Please... **NO FOOD** **NO PIZZA BOXES** **NO TRASH** **NO WEIRD STUFF**

Simple PLASTICS

CLEAN & EMPTY

SODA & WATER BOTTLES
MILK, DETERGENT, SHAMPOO, HOUSEHOLD CLEANER BOTTLES
NO LIDS

PAPER

CLEAN & NO FOOD RESIDUE

NEWSPAPERS MAGAZINES
MIXED PAPER
PHONEBOOKS JUNK MAIL
LIGHT CARDBOARD
CARDBOARD BROWN PAPER

NOT Recyclable At This Time:

- Baby Wipe Containers
- Bubble Wrap
- Candy Wrappers
- Carpet
- Clothing/Shoes
- Diapers
- Facial Tissue/Toilet Paper
- Foam Rubber
- MRE Packets
- Paper Milk & Juice Cartons
- Photo Paper
- Plastic Shopping Bags
- Plastic Straws
- Porcelain / Pottery
- Rubber
- Soiled Pizza Boxes
- Soiled Rags
- Styrofoam
- Toothpaste Tubes
- Water Hoses

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Primo's Pizza	8646
Reggie's	6717
Shoppette, 24 Hour	386-2417
Shoppette, Dust Bowl	386-2215
Shoppette, Sandcastle	386-7111

BANNED WASTES

- DO NOT PUT IN TRASH
- DO NOT PUT IN RECYCLING
- TAKE TO DROP-OFF SITE



Chemicals

ALL CHEMICALS INCLUDING:
Poisons
Flammables
Cleaners
Corrosives
Degreasers

Medical Waste

ALL MEDICAL WASTE INCLUDING:
Needles
Syringes
Sharps
Pharmaceuticals:
Return old or excess drugs to your pharmacy.

Batteries

ALL BATTERIES INCLUDING:
Single Use
Rechargeable
Military Batteries
AAA, AA, C, D, 9-Volt, Button Cell

Paints & Solvents

ALL PAINTS & SOLVENTS INCLUDING:
Latex Paint
Oil-Based Paint
Aerosol Paint
Paint Thinner
Nail Polish Remover
Solvents

Vehicle-Related

Fuel
Motor Oil
Filters
Anti-Freeze
Batteries
Drip Pans
Hoses & Metals with HazMats

Aerosol Cans

By California State Law, these wastes are banned from being placed in the trash, dumped on the ground or in storm drains.

DROP-OFF SITES

FOR HAZMAT: (No Med Waste) RUFMA
Pollution Prevention Yard
Building 630
M-F 0730-1600
386-1573 or 386-4762

FOR MEDICAL WASTE: (Med Waste Only)
Office of Preventive Medicine
Building 172
M-F 0730-1600
X3235

Army Community Hospital
Building 166, Room 463
M-F 0730-1600
x3994

Lighting

ALL LAMPS INCLUDING:
Fluorescent Tubes
Compact Fluorescent Lamps
Metal Halide
Sodium Vapor

Electronics

ALL ELECTRONIC WASTE INCLUDING:
Adaptors
Cables
Cell Phones
Computers
Computer Monitors
DVD Players
Game Consoles
Ink Cartridges
i-Pods
Laptops
Microwaves
Printers
Telephones
Televisions
Toner Cartridges
VCRs

Please... Do not feed the coyotes!
Coyote Problems? DPW Natural Resources x3740, x6235 or x2679

13.0 Mold

There is a major misconception about mold. Mold is a natural occurring organism and is everywhere. Mold requires moisture and some form of food such as dust, paper, sheetrock, etc. to grow. Mold can be cleaned with soap and water. Failure to keep surfaces dry allow mold to start growing. If these areas are cleaned and dried at the first sign of mold, the problem should go away. This type of cleaning does not require special equipment or procedures. Standard house cleaning will go a long way to eliminate mold growth. The primary purpose of this memo is to provide guidelines for measures to be taken to aid in the prevention of mold growth in barracks living areas. The occupants should take the below listed actions in all barracks living areas under their area of responsibility to aid in this process. This becomes especially important during months of high humidity. The key to combating mold is **MOISTURE CONTROL and ensuring surfaces are kept dry**. Mold is a problem that can be solved using MOISTURE CONTROL and ensuring surfaces are kept dry. Each room is supplied with a dehumidifier and it needs to be emptied at least once per day.

For unoccupied rooms:

- 1) Ensure dehumidifiers are checked and emptied at a minimum once every two days. These units can fill their tanks within 24 to 48 hours and will shut down on a full condition. Once the unit shuts down, the unit will not start working again until the tank is emptied. Dehumidifiers should be set on low speed and about midrange on the drying range.
- 2) Conduct a weekly check of each room for proper operations of the HVAC, plumbing, electrical and appliances to include flushing toilets, turning on lights and faucets.
- 3) Keep the HVAC controls on Automatic and temperature range between 75-78 degrees. Operating the units at too low of a temperature causes some surfaces to get below the dew point of the air and will allow condensation to form on the surfaces. This condensation is all the moisture mold needs to start growing. Turning the HVAC unit off allows the humidity in the room to increase; this will also cause moisture to form on surfaces. Replace the HVAC filters each month if there is a mold problem.
- 4) Verify the ventilation system in the bathroom is working by putting a piece of paper in front of it. The paper should be sucked against the duct.
- 5) Keep the closet doors partially open to allow for air circulation.
- 6) Keep exterior doors and windows closed. Allowing outside air to enter the room will generally increase the humidity in the room especially during the summer months.
- 7) Turn in service orders when a discrepancy is identified.

For **occupied** rooms:

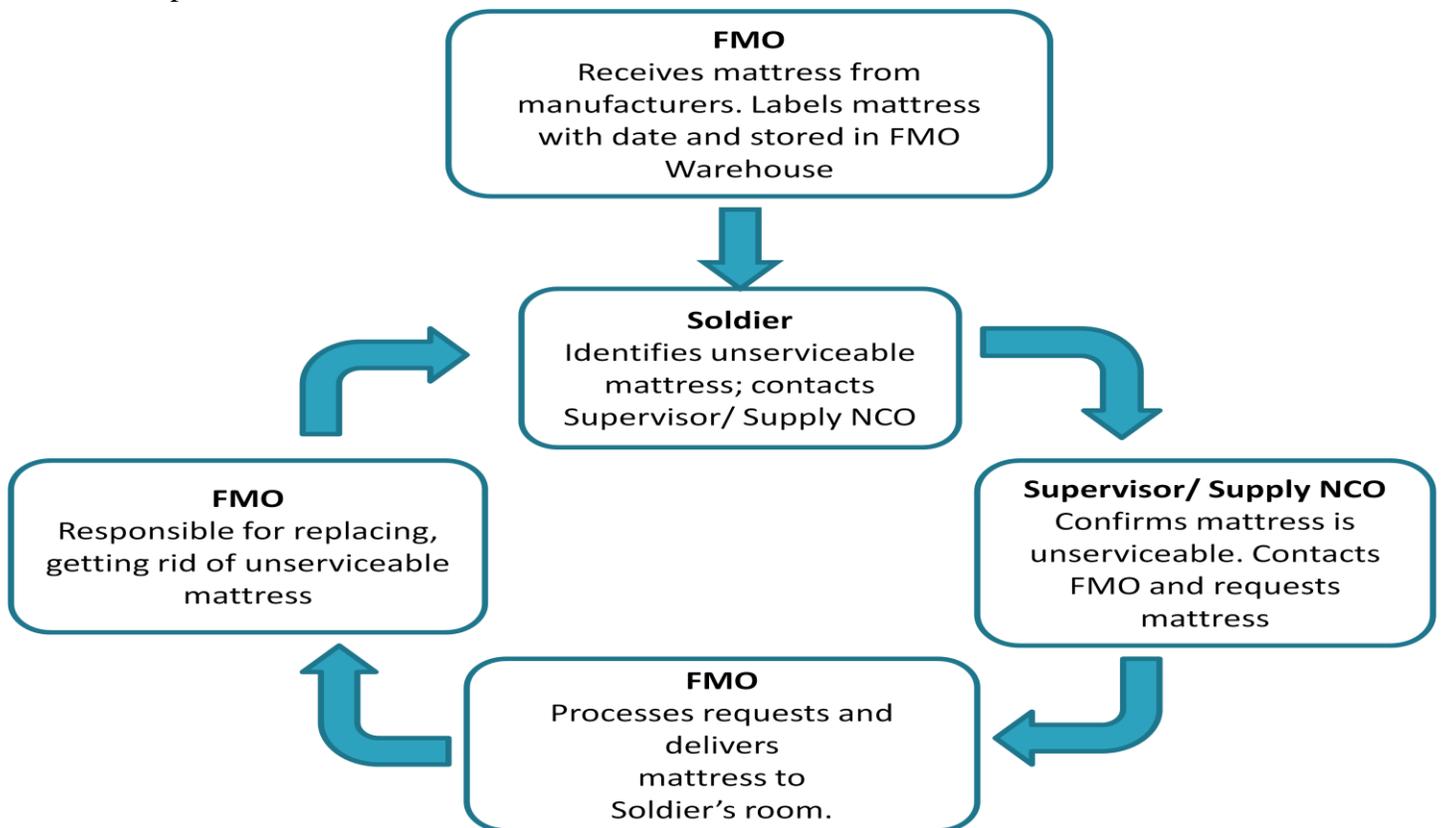
- 1) Report maintenance issues as soon as possible to allow small problems to stay small problems.
 - 2) Use the provided dehumidifiers, **empty** when full. Unplugging and sticking the unit in a closet does not help the moisture concerns. Continuous use of the dehumidifiers will dry out the room's surfaces and also reduce the frequency the dehumidifier's tank needs to be empty. A dryer room will also feel more comfortable during the summer months.
 - 3) **Replace the HVAC filters monthly.**
 - 4) Minimize the humidity in the rooms by keeping doors and windows closed, not storing wet or damp items (i.e.; TA-50) in the closets and cleaning up spills immediately.
 - 5) Keep the HVAC thermostat set between 75 and 78 to minimize condensation.
 - 6) Verify the ventilation system in the bathroom is working by putting a piece of paper in front of it. The paper should be sucked against the duct.
 - 7) As soon as mold is noticed, clean area with soap and water and wipe area dry. Do not use excessive amounts of water for cleaning. General housekeeping practices will prevent the majority of mold growth in the barracks.
- ***If you have any issues or concerns regarding mold/mildew notify your chain of command to call DWP Environmental office (Bldg 602) at 380-3410.**

Mold Evaluation Levels

1. Level one: mold is evident in isolated patches of less than 10 square feet and has not penetrated the drywall. This level can be remediated at the occupant level using household cleaners.
2. Level two: mold is evident in concentrated patches and is found in more than one area. The area is greater than 10 square feet but less than 25 square feet and has not penetrated the drywall. This level can be remediated at the occupant level using household cleaners.
3. Level three: mold evident and has penetrated the drywall and other surfaces. The area is greater than 25 square feet and 33% of the room is affected. This level will be remediated by DPW contractor.

14.0 Mattress Life Cycle

IAW AR 420-1, soft good mattresses life expectancy is 2-7 years. FMO receives the mattress from the manufacture and then labels the mattress in order to keep track of the life expectancy. Once FSBP/SSHO receives a mattress from FMO, FSBP/SSHO will manage and track all mattresses' life through eMH system. The order of procedure to obtain a mattress is as follows:



Mattress will be replaced before the life expectancy time frame under the following conditions;

- Loses its shape Excessive stains
- Has cuts or rips more than 3 inches
- Fair, wear, tear and above conditions caused by the Soldier, the Soldier will be charged if damages were due to neglect.
- Mold or mildew on the mattress (Foam mattress can be washed off, Spring mattress will need replacement)

15.0 Guests

Visitors and guests are welcome, but are subject to all Fort Irwin Rules contained in the Soldier Responsibility Agreement, SSHO Single Soldier SOP, and this Guide. Social visits of a temporary nature by Soldiers or their family members are authorized.

16.0 Noise

Be considerate of neighbors. Soldiers must refrain from making or permitting any disturbing noises by their family members or guests. Any noisy or boisterous conduct, including the loud playing of stereos, excessive base, television or musical instruments, which would disturb the peace and quiet enjoyment of other Soldiers, is absolutely prohibited.

17.0 Pets

Aquariums are authorized if roommate agrees. Pets of any other nature are not authorized in Single Soldier Housing.

18.0 Weapons privately owned Policy

All firearms stored on Fort Irwin are required to be registered within 3 working days from the date the firearm was stored on Fort Irwin. Additionally, firearms are required to be registered prior to using any of the ranges/hunting areas. To register a firearm, persons will prepare the form and submit it to the DES (24 hours a day) or Crime Records Section (Administration). The form is required to be with the firearm at all times or immediately available (NTC Reg 190-1).

Storage:

- ❑ Pending registration for storage on Fort Irwin, firearms shall be stored in the sponsor's unit arms room.
- ❑ Firearms, clubs, and illegal knives shall not be stored in, Vehicles (see "Transportation" below), Offices, Troop billets, and Transient quarters.
- ❑ After registration, firearms may be stored in family housing, bachelor officers' quarters, or bachelor enlisted quarters by authorized occupants.
- ❑ Firearms belonging to soldiers living in troop billets are required to be stored in unit arms rooms.

Restrictions:

- ❑ ALL persons (military and civilian) shall not carry a handgun, club, or illegal knife on or about their person/within immediate reach. The only exceptions are police officers, parole officers, security officers, community supervision and corrections officers, judges, and other persons who are authorized by Federal Laws, California statutes and required by their governmental employer to carry firearms in conjunction with their official duties, or as described in NTC 190-1.
- ❑ The California Concealed Handgun Law does not apply to Fort Irwin.
- ❑ Military personnel are prohibited from carrying a rifle or shotgun on or about their person/within immediate reach.

Transportation:

Firearms, clubs, and illegal knives may be transported in the trunk compartment, rear most portion of a vehicle, out of immediate reach, rear window mounted rack in trucks (rifles/shotguns only) or other similarly inaccessible area under the following conditions and by the most direct route. Firearms are required to be unloaded (Unloaded is when there is no round inside the chamber)/ammunition separated from firearm.

- ❑ Transfer, sale or repairs.
- ❑ Hunting, target shooting.
- ❑ Employment as a certified armed security officer or peace officer.
- ❑ Authorized sporting events in which the weapon is used in connection with the competition or as part of a legitimate display.
- ❑ From place of purchase, repair, or acquisition to an authorized storage area.

Prohibitions: ALL persons shall NOT possess, under any circumstances;

- ❑ Any fully automatic weapon except when authorized by ATF.
- ❑ Any rifle with barrel length of less than 16 inches or a shotgun with barrel length of less than 18 inches.
- ❑ A silencer for any weapon.
- ❑ Explosive weapons (bomb, grenade, rocket, mine with capability of inflicting serious bodily injury, death, or substantial Property damage.
- ❑ Brass Knuckles.
- ❑ Switchblade knife.
- ❑ Armor piercing ammunition

Enforcement:

- ❑ **Active duty military** may be apprehended, processed at the DES, titled on a Police report, and have their weapon confiscated for violating any of the above provisions or those described in NTC Reg 190-1
- ❑ **Civilians** (includes family members, retirees, contractors, etc)

May be arrested, apprehended and /or detained, processed at the DES, titled on a Police report, and have their weapon confiscated for violating any portion of California criminal laws. Most typical charge will be Unlawful Carrying of Weapon, which applies to handguns, illegal knives, and clubs only.

- ❑ May be apprehended/detained, processed at the DES, titled on a Police report, and have their weapon confiscated for carrying a concealed handgun while in possession of a legitimate California Concealed Handgun License. The charge is “Criminal Trespassing, 18 United States Code, section 1382”

18.0 Phone Numbers

Military Police/ Fire Department

Emergency: 911

Cell Phone Users 760-380-HELP (4357)

Police 760-380-4444 / 4400

Fire Dept 760-380-3496

Emergency Room 760-380-3114

EOC 760-380-3750

Range Control 760-380-3878 / 3637

Main Gate 760-380-2255

Animal Control 760-380-2679

FOR EMERGENCY ALWAYS DIAL 911

Fort Irwin SSHO

FSBP Program and SSHO Chief Rm 7	380-2776
SSHO Office Manager Rm 10	380-3548
SSHO Customer Service Admin RM 6	380-9371
SSHO IN/OUT Processing office	380-7789
SSHO UPH A/T Inspector)	380-9374
SSHO One Call Service Order Desk RM 11	380-9372
Area BDE Mng Team Alpha RM 2	380-3506
Area BDE Mng Team Bravo RM 1	380-9370
SSHO Conference Room RM 13	380-9373