

<b>BACHELOR HOUSING AND UTILIZATION</b>	<b>PERIOD ENDING:</b>	<b>SUPPORTING INFORMATION FOR:</b>														
<b>TO:</b> HOUSING DIVISION, DPW		<b>FROM:</b>														
<b>PART 1 – GENERAL STATUS</b>																
<b>BARRACKS BUILDING #</b>	<b>MAX. BILLETING SPACES IN EACH BLDG , AT 90 SQ. FT./MAN</b>	<b>NUMBER OF EMPTY SPACES AT 90 SQ. FT./MAN</b>	<b>NUMBER OF SPACES DIVERTED AT 90 SQ. FT./MAN</b>													
<b>PART 2 – SUMMARY OF PERSONNEL BY GRADE AND STATUS BILLETED IN;UNACCOMPANIED PERSONNEL HOUSING</b>																
<b>SECTION A – NUMBER OF ENLISTED PERSONNEL CURRENTLY BILLETED IN BARRACKS/SEQs</b>																
	<b>SINGLE (Permanent Party)</b>					<b>Married (Permanent Party)</b>					<b>TRANSIENTS</b>					
	Number of SQ FT					Number of SQ FT					Number of SQ FT					
	Under 170	170-179	180-254	255-339	340-424	Under 170	170-179	180-254	255-339	340-424	Under 170	170-179	180-254	255-339	340-424	Open Bay
E1-E4																
E5-E6																
E7-E9																
Civil Enl Equiv																
Total																
<b>SECTION B – NUMBER OF OFFICERS BILLETED IN BARRACKS/BOQs</b>																
	<b>Single (Permanent Party)</b>				<b>Married (Permanent Party)</b>				<b>TRANSIENTS</b>							
	Number of SQ FT				Number of SQ FT				Number of SQ FT							
	Under 250	250 - 399	400 & over		Under 250	250-399	400 & over		Under 250	250-399	400 & over					
WO / 01 - 02																
03 and above																
Civilian - Off. Equiv																
TOTAL																
<b>Part 3 – SUMMARY OF PERSONNEL BY GRADE AND STATUS LIVING OFF POST</b>																
	E1 –E4	E5 – E6	E7 –E9	WO-01 / 02	O3 & Above	Total										
Single (Permanent Party) Living Off Post Drawing BAH at without Dependent Rate																
Single (:Permanent Party) Living Off Post Not Authorized to Draw BAH																
Geographic Bachelors																
<b>PART 4 - REMARKS</b>																
<b>SIGNATURE OF UNIT COMMANDER OR DESIGNATED STAFF OFFICER</b>				<b>DATE:</b>		<b>TELEPHONE:</b>										

## INSTRUCTIONS

### PART 1 – GENERAL STATUS

All of Part 1 will be completed every month by each unit/activity responsible for billeting personnel in unaccompanied personnel housing (UPH). Reports will be due to the Housing Office, UPH Section at your respective post within three working days after the 15<sup>th</sup> of each month.

**BARRACKS BUILDING NUMBER** – Enter the building number of each UPH building being reported. If one unit is allotted space in more than one building, a report must be submitted for each building occupied.

**MAXIMUM BILLETING SPACE IN EACH BUILDING** – Enter the maximum number of billeting spaces in each building being reported. Where units are assigned only a portion of a barracks building, this data will be computed only on the space assigned to that unit/activity.

**NUMBER OF EMPTY SPACES** – Enter the number of spaces currently not occupied. This will be the number of spaces left after subtracting occupied and diverted space from the maximum billeting space.

**NUMBER OF SPACES DIVERTED** – Enter the number of billeting spaces diverted for admin, storage or uses other than billeting spaces. Enter in the Remarks Section the reason for the space being diverted. If you do not have any spaces diverted, enter a zero.

### PART 2 – SUMMARY OF PERSONNEL BY GRADE AND STATUS BILLETED IN UNACCOMPANIED PERSONNEL HOUSING

**SECTION A.** Enter the number of enlisted or civilian (enlisted equivalent) personnel billeted by grade, category (single, married, or transient) and square foot assignment. If you are billeting personnel in your unit's allotted barracks space that are assigned to units/activities other than you own, they should be included in the figures reported in this section. However, a breakdown by grade, category and square footage assignment for those personnel assigned to other units should be given in the Remarks Section.

**SECTION B.** Enter the number of officers or civilians (officer equivalent) billeted by grade, category (single, married or transient), and square footage assignment.

### PART 3 – SUMMARY OF PERSONNEL BY GRADE AND STATUS LIVING OFF POST

Enter the number of personnel by grade and status that are living off post but could be assigned to UPH. If you currently do not have any personnel living off post, enter zeros in the columns. Geographic bachelors are personnel who are entitled to travel of family members and transportation of household goods who are either temporarily or permanently unaccompanied for personal convenience. Single not authorized to draw BAH are normally those personnel who live off post but must maintain a room in the barracks.

### PART 4 – REMARKS

The remarks section may be used to comment on data from sections of the report. If applicable, a breakout by number of reserve component personnel billeted by category (e.g., AT, IADT, and ADT, and entries for ROTC and Army National Guard) as of the end of the reporting period will be shown in the Remarks Section.