

UNACCOMPANIED PERSONNEL HOUSING (UPH) CHECK-IN/OUT WORKSHEET

Section-I General Information *(Please Print)*

Name (Last, First, MI):	Grade/Rank:	Permanent Duty Station:
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Section-II Status

Select One	Status	Required Documentation <i>(Attached)</i>	Room Type	Service Fee
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Permanent Change of Station (PCS)

	Members without dependents -INCONUS and OCONUS, Afloat and Ashore	Copy of PCS Orders (Ensure no dependent travel authorized)	PP	No
	Unaccompanied Member (1) INCONUS Afloat and Ashore	Copy of PCS Orders and AHO Approval	TR	Yes
	Unaccompanied Member (1) -OCONUS Ashore. PDS is designated as a dependent- restricted duty station	Copy of PCS Orders	PP	No
	Unaccompanied Member (1) - OCONUS Ashore - Member elects an unaccompanied tour prior to execution of PCS orders; mandatory assignment in lieu of FSH regardless of rank	Copy of PCS Orders indicating tour election	PP	No
	Unaccompanied Member (1) - OCONUS Ashore - Member elects an accompanied tour prior to execution of PCS orders, dependent travel delayed	Copy of PCS Orders indicating tour election and AHO approval	TR	Yes
	Unaccompanied Member (1) - OCONUS Ashore - Command sponsorship for member's dependents is withheld prior to execution of orders	Copy of PCS Orders, documentation that withheld command sponsorship	PP	No
	Unaccompanied Member (1) - OCONUS Ashore - Member's dependents are authorized an Early Return of Dependents (ERD) and dependents are relocated to a designated location at government expense; mandatory assignment in lieu of FSH regardless of rank	Copy of PCS Orders, Copy of ERD, Copy of BAH Rate Protection Memo	PP	No
	Unaccompanied Member (1) - OCONUS Ashore - Member acquires a spouse after the effective date of PCS orders and dependent(s) not authorized entry approval.	Copy of PCS Orders, copy of marriage certificate, copy of CG-4170, copy of entry approval denial	PP	No
	Unaccompanied Member (1) - OCONUS Ashore - for any other reason than noted above	Copy of PCS Orders and AHO Approval	TR	Yes
	Unaccompanied Member (1) - OCONUS Afloat. Cutter berthing is considered adequate`	Copy of PCS Orders and AHO Approval	TR	Yes
	Unaccompanied Member (1) - OCONUS Afloat. Cutter berthing is secured during homeport dockside availability	Copy of dockside availability documentation indicating berthing is secured	TR	Yes

Section-II Status (continued)

Select One	Status	Required Documentation (Attached)	Room Type	Service Fee
Temporary Assigned Duty (TDY)				
	Member on TDY assignment	Copy of TDY orders (outside reasonable commuting distance (RCD) of PDS) (2)	TR	No
		Copy of TDY orders (within reasonable commuting distance (RCD) of PDS) (2)	TR	Yes
	Reserve IDT/ADT - to include drilling for points only -Greater than 50 miles from Home of Record (outside reasonable commute area)	Copy of IDT orders/memo	TR	No
	Reserve IDT/ADT – to include drilling for points only - Less Than 50 miles (within local commute)	Copy of IDT orders/memo	TR	Yes
	Reserve performing Title 10 or Title 14	Copy of Orders (Determine if dependent travel is authorized)	TR	No
	Restriction following Non-Judicial Punishment (NJP)	Copy of Restriction Memo	TR	No
	Permissive Orders (no cost)	Copy Of Orders	TR	Yes
	Command Sponsored Invitational Orders (no cost) -Includes: Sea Cadets/Chaperones, Army National Guard Seabees, AD Mentors	Copy Of Invitational Orders	TR	No
	Member of the CG Auxiliary (2)	Copy of orders authorizing reimbursement for lodging when outside a reasonable commuting distance (RCD) from home	TR	No
		No authorization for reimbursement for lodging on orders or within a reasonable commuting distance (RCD) from home	TR	Yes
	Marital Discord less than 15 days (3)	Local Housing Office Approval	TR	No
	Medically assigned	Medically Directed, copy of medical documentation.	TR	No
	CGC Cutter Yard periods -Away from homeport.	Supporting Documentation - quarters may be provided in lieu of AFC-45/contract berthing	TR	No

Notes (1) Unaccompanied members are considered member with dependent(s) whose dependents do not reside at or near the vicinity of the member's PDS.
 (2) Reasonable commuting distance (RCD) is defined in reference (a) as a round-trip travel time of two hours or less during peak commute times.
 (3) Members are subject to UPH Service Fee after 15 days.

Section-III: Barracks Check-in/out Information

Area Housing Office:	Barracks Name (location):	Room Number:	Number of Beds:	Daily Rate:
Check-in Date:	Member's Signature (print name and sign): <i>Brennan Dalgleish</i>			Date:
	Housing Representative Signature (print name and sign):			Date:
Check-out Date:	Member's Signature (print name and sign):		Date:	Total Cost:
	Housing Representative Signature (print name and sign):		Date:	Amount Paid: