



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY EUROPE  
UNIT 29351  
APO AE 09014-9351

AELG-X

3 August 2015

MEMORANDUM FOR

HQ USAREUR Staff Principals  
Commanders, USAREUR Major Subordinate and Specialized Commands  
Commanders, United States Army Garrisons

SUBJECT: Army in Europe Barracks Inspection and Recognition Program

This memorandum expires in 2 years.

**1. References:**

- a. AR 385-10, Army Safety Program.
- b. AR 420-1 and AE Supplement 1, Army Facilities Management.
- c. FSBP 2020 Handbook, HQDA, DAIM-ISH, 2 January 2013, subject: First Sergeant Barracks Program 2020 Handbook.
- d. USAREUR Message # 1411024, USAREUR, AEOP-ODM, date-time-group: 120730Z Nov 14, subject: (FOUO) TASKORD 15-0066 (First Sergeant Barracks Program (FSBP) 2020).
- e. USAREUR FSBP 2020 Handbook, HQ USAREUR, 10 June 2014, subject: USAREUR First Sergeant Barracks Program 2020 Handbook.

**2. Purpose.** This memorandum establishes the Army in Europe Barracks Inspection and Recognition Program (BIRP).

**3. Applicability.** The Army in Europe BIRP is applicable to all Soldiers assigned to units within the USAREUR and IMCOM-Europe areas of responsibility, as well as other Servicemembers who are residing in Army-controlled barracks (that is, on-post, unaccompanied-Soldier housing).

**4. Goal.** The primary goal of the Army in Europe BIRP is to improve the quality of life for Soldiers who live in barracks. Achieving that goal requires the involvement of individual tenants as well as the leaders of units to which the tenants are assigned and of agencies at the garrison on which the tenants live. Through this combined effort, we will develop, instill, and promote all of the following within our barracks communities:

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- a. A high degree of individual and leader responsibility.
- b. Self-discipline and a sense of home ownership.
- c. A spirit of camaraderie and esprit-de-corps.
- d. The desire to exceed established care and maintenance standards.

**5. Procedures.** The Army in Europe BIRP has two phases: a series of quarterly unannounced inspections and a quarterly competition among the four barracks that receive the highest evaluations during that quarter's unannounced inspections. The competitive phase is conducted through announced inspections.

**a. Guidelines.**

(1) Each barracks building within a United States Army garrison (USAG) will receive at least one unannounced inspection during each quarter by an inspection team. The team will comprise at least three inspectors selected from the list in [subparagraph b](#) below by the USAG command sergeant major (CSM) or other appointed program lead.

(2) The inspectors will conduct each inspection as a group, but use separate AE Forms 420-1F (Temp) ([encl 1](#)) to record their individual evaluations.

**NOTE:** Soldiers and units should use AE Form 420-1G (Temp) ([encl 2](#)) to record inventories of high-value personal property ([ref 1e, para 1.3h\(4\)](#)).

(3) A barracks must receive "yes" recommendations (recorded in the remarks block of AE Form 420-1F (Temp)) from all three inspectors to be eligible for the Army in Europe BIRP competitive phase.

(4) From the results of the unannounced inspections, the USAG CSM or program lead will select the four barracks with the highest total scores for the competitive phase.

(5) For the announced inspections during the competitive phase, the inspection team will comprise at least three individuals selected by the USAG CSM or program lead from the list in [subparagraph b](#) below. The three individuals need not be the same as those who took part in the unannounced inspections. The inspectors will—

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(a) Conduct each announced inspection as a group, but use separate AE Forms 420-1F (Temp) to record their individual evaluations.

(b) Be escorted by either the first sergeant or the company commander.

(c) Inspect one staged room and three rooms selected at random (that is, the same three rooms for all three inspectors).

(6) When the announced inspections are complete, inspectors will send their checklists to the USAG CSM for final verification. The USAG CSM will select the barracks with the highest overall cumulative score as the USAG's Best Barracks of the Quarter.

**b. Inspectors.** The USAG CSM or program lead will select three individuals from the following list of local leaders to serve as BIRP inspectors:

(1) Battalion or brigade commanders.

(2) Battalion or brigade CSMs.

(3) Battalion or brigade deputy commanders.

(4) Battalion or brigade S3s or S3 sergeants major.

(5) The USAG CSM.

(6) The USAG Enterprise–Military Housing (eMH) manager.

(7) The president of the USAG Better Opportunities for Single Soldiers program.

**c. Honors.** Each USAG will recognize the winning barracks with the following awards:

(1) A sign honoring the building as the Best Barracks of the Quarter.

(2) A certificate of excellence from the USAG commander.

(3) Honorable-mention spots on Armed Forces Network radio broadcasts.

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(4) Family and morale, welfare, and recreation certificates that grant free use and access to select programs and services (for example, bowling, golf, outdoor recreation programs) for each member of the winning barracks.

**6. Effective Date.** This program is effective as of the date of this memorandum. The guidance for implementing the BIRP will be incorporated in the next revision of [AE Supplement 1 to AR 420-1](#).

**7. POCs.** The POCs is the Office of the Deputy Chief of Staff, G4, HQ USAREUR, at military 537-4003, civilian 0611-143-537-4003, or IMCOM-Europe at 544-4403, civilian 0611-143-544- 4403.

2 Encls

1. Sample [AE Form 420-1F \(Temp\)](#)
2. Sample [AE Form 420-1G \(Temp\)](#)



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