



Headquarters  
U.S. Army Reserve Command  
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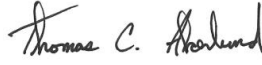
Safety  
**SLEEPING IN U.S. ARMY RESERVE COMMAND FACILITIES**

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FOR THE COMMANDER:

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Chief of Staff

Official:

  
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**History.** This publication is a major revision.

**Summary.** This regulation has policies and procedures regarding sleeping in U.S. Army Reserve Command facilities.

**Applicability.** This regulation applies to the U.S. Army Reserve Command and all subordinate commands.

**Proponent and exception authority.** The proponent of this regulation is the U.S. Army Reserve Command, Safety Office. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may not delegate this approval authority. Activities may request a waiver to this regulation by supplying justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and sent through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation has internal control provisions in accordance with AR 11–2 but does not identify key internal controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the U.S. Army Reserve Command, Safety Office (AFRC–SA), 4710 Knox Street, Fort Liberty, NC 28310-5010.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the U.S. Army Reserve Command, Safety Office (AFRC-SA), 4710 Knox Street, Fort Liberty, NC 28310–501.

**Distribution.** This publication is available in electronic media only on the Army Reserve xtranet website at [https://xtrnet/usrc/g1/pubs/rmpb\\_publications/default.aspx](https://xtrnet/usrc/g1/pubs/rmpb_publications/default.aspx) and on the Army Reserve public website

<https://www.usar.army.mil/Publications/>. It is intended for command levels A, B, C, D, and E. Local reproduction is authorized.

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\*This regulation supersedes USARC Regulation 570-1 dated 10 October 2014.

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## **Glossary**

## 1. Purpose

This regulation establishes policies, procedures, and guidelines for incidental and transient sleeping in U.S. Army Reserve Command (USARC) facilities not designed for billeting. This regulation is not intended to circumvent the Lodging In Kind (LIK) program, the Travel Reimbursement Program (TRP) program or to provide individuals a place to live while they are in transition or seeking other living arrangements.

## 2. References, forms, and explanation of abbreviations

See appendix A.

## 3. Associated publications

This section has no entries.

## 4. Responsibilities

a. USARC Commander delegates approval authority for use of Army Reserve facilities to bed down Soldiers to the Readiness Division (RD) Commanders.

b. **Commanders of 63rd Readiness Division, 81st Readiness Division, 88th Readiness Division, 99th Readiness Division, and 9th Mission Support Command (geographic commanders).** The geographic commanders will–

Direct RD Directorate of Public Works (DPW) to maintain a current list of approved incidental and transient sleeping in USARC facilities that either comply with the UFC 3–600–01 and NFPA 101 standards or have an approved Deviation Approval and Risk Acceptance Document (DARAD).

c. **Facility engineers for geographic commanders.** The facility engineers will–

- (1) Develop DARAD packets for facilities authorized for sleeping.
- (2) Maintain a list of approved for sleeping in reserve facilities, and a list of restricted facilities that do not comply with the standards.
- (3) Develop Standard Operating Procedures (SOP) for facilities approved for sleeping Sample SOP (Appendix H).
- (4) Maintain a knowledge management process with all sleeping in USAR facilities documents and post it on their website/SharePoint.
- (5) Conduct annual fire inspections on all facilities and furnish Life Safety Code violations to the safety director for their respective geographic commander.
- (6) Biennially review and update DARADs on the approved facility list.
- (7) Modify approved sleep facility list in accordance with input from the Safety Office.

d. **Commanders of U.S. Army Reserve centers and facilities.** The commanders' will–

- (1) Authorize the facility coordinator, or appoint a designated representative, to manage the Reserve facilities program and keep documentation.
- (2) Ensure facility risk assessments are conducted and specific hazards are documented using DD Form 2977 (Deliberate Risk Assessment Worksheet (DRAW))
- (3) Endorse and publish the Sleeping in USARC Facilities standard operating procedures (SOP) to all unit or tenant commanders.

e. **Facility coordinators of U.S. Army Reserve centers and facilities.** The facility coordinators will–

- (1) Manage the sleeping in USARC facilities program and keep documentation for their facility commander.
- (2) Serve as the primary point of contact for unit or tenant commanders requesting incidental and transient sleeping in their USARC facilities.
- (3) Calculate the sleeping capacity of the approved sleep area to maintain a safe environment for Soldiers while sleeping in reserve centers.
  - a. Sleeping Capacity Calculations: In open spaces (no furniture or like items present) divide the square foot area of the room by 50 to determine the maximum number of Soldiers allowed to sleep there. In rooms with furniture, divide the available space by 70 to determine the maximum number of Soldiers allowed. Areas must be completely empty to use the 50 square feet criteria.
  - b. Commanders will not exceed the maximum number of Soldiers authorized by these

calculations.

*f. The OIC or NCOIC will—*

- (1) Be the senior individual present when a facility is used for transient or incidental sleeping.
- (2) Ensure unit members receive a briefing on the layout of the facility, emergency procedures, hazardous areas or operations in the facility, location of exits, and conduct while in the facility.
- (3) Ensure all personnel adhere to the established guidelines for sleeping in the facility.
- (4) Ensure all cots, sleeping bags, etc., are properly arranged to provide safe, expedient access to the nearest exit.

**5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule—Army (RRS—A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS—A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS—A, see DA Pam 25—403 for guidance. Safety records numbers used will likely be 900A and 900B.

## Appendix A

### References

#### Section I

##### Required Publications

Unless otherwise indicated, all Army documents are available at <https://armypubs.army.mil/>. Department of Defense issuances are available at <https://www.esd.whs.mil/>.

##### NFPA 101

Life Safety Code (Cited in para 4c(2).) (Available for purchase at <https://www.nfpa.org/>.)

##### UFC 3-600-01

Fire Protection Engineering for Facilities (Cited in para 4c(2).) (Available at <https://wbdg.org/ffc/dod/unified-facilities-criteria-ufc/>.)

#### Section II

##### Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, publications are available at the Army Publishing Directorate website (<https://armypubs.army.mil/>). CFR material is available at <https://www.ecfr.gov/>. DOD publications are available at <https://www.esd.whs.mil/dd/>. ICRP publications are available at <https://www.icrp.org/page.asp?id=5>. Military standards are available at <https://quicksearch.dla.mil/qsearch.aspx>. NCRP reports are available for purchase at <http://www.ncrponline.org/publications/>. NRC publications are available at <https://www.nrc.gov>. USC material is available at <https://uscode.house.gov/>.

##### AR 140-483

Army Reserve Land and Facilities Management

##### AR 385-10

The Army Safety and Occupational Health Program

##### AR 420-1

Army Facilities Management

##### DA PAM 385-30

Risk Management

##### DoDI 1225.9

Billeting for Reserve Component Members

##### DoDI 6055.01

DoD Safety and Occupational Health (SOH) Program

##### TB MED 531

Facility Sanitation Controls and Inspections

##### USAR 385-2

US Army Reserve (USAR) Safety Program (Available at [https://xtranet/usarc/g1/pubs/RMPB\\_PUBLICATIONS/default.aspx](https://xtranet/usarc/g1/pubs/RMPB_PUBLICATIONS/default.aspx).)

##### 29 CFR 1910

Occupational Safety and Health Standards

#### Section III

##### Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>) and DD forms are available on the Executive Services Directorate website (<https://www.esd.whs.mil/directives/forms/>).

**DA Form 7632**

Deviation Approval and Risk Acceptance Document (DARAD)

**DD Form 2977**

Deliberate Risk Assessment Worksheet (DRAW)

**DA Form 1594**

Daily Staff Journal or Duty Officer's Log

**Section IV**

**Referenced Forms**

Reference Appendixes B, C, D, E & F

**Section V**

**Explanation of Abbreviation**

**AHJ**

Authority Having Jurisdiction

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**DA**

Department of the Army

**DA Pam**

Department of the Army Pamphlet

**DARAD**

Deviation Approval and Risk Acceptance Document

**DODI**

Department of Defense Instruction

**HQDA**

Headquarters, Department of the Army

**NFPA**

National Fire Protection Association

**SOP**

Standard Operating Procedure

**TB MED**

Technical Bulletin Medical

**UFC**

United Facilities Criteria

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

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## Appendix B

### Incidental Sleeping in USAR Facilities Process

Units requesting to use a USAR center for routine incidental sleeping will submit requests in accordance with paragraph 1 below. Units requesting to use a USAR center for Emergency/ Incidental Sleeping will submit requests in accordance with paragraph 2 below.

#### 1. Routine incidental sleeping process-

a. Requesting unit will submit the Incidental Unit Request form for Sleeping in U.S. Army Reserve (USAR) facilities forms (Appendix C) and Deliberate Risk Assessment Worksheet (DRAW) (Appendix E) to the facility coordinator no less than 30 days from time of need. By default, the facility/site commander will disapprove requests submitted with less than 30 calendar days before the start date requested. The facility/site commander may still review and action request on a case-by-case basis inside of 30 days.

b. The facility coordinator will Concur or Non-concur the request in writing and forward to the facility/site commander.

c. The facility/site commander will Concur or Non-concur the request in writing and forward to the Readiness Division (RD) Chief Directorate of Public Works (DPW) for approval. Disapprovals are returned to the unit w/ facility commander and the facility coordinator on the cc line.

(1) *Disapprovals can be appealed to the RD Commander. Requesting unit must return all forms and the DRAW back to the RD Chief DPW within 7 days from receiving the disapproval requesting an appeal to the RD Commander.*

(2) *The RD Chief DPW will provide to RD Commander who will approve or disapprove the request in writing. Approvals are routed back to the facility commander; disapprovals are returned to the unit.*

d. The facility/site commander sends the signed approval to the requesting unit.

e. The requesting unit OIC/NCOIC conducts a facility inspection jointly with the facility coordinator and will start and maintain a DA Form 1594 Daily Staff Journal or Duty Officer's Log. The duty log will contain a roster of the personnel who stayed in the facility and an account of any incidents that occurred during the stay.

f. The requesting unit OIC/NCOIC at 2100 hours the night of the stay will contact the RD Watch and will report the number of personnel, number of vehicles, and the number of sensitive items by type and serial number. The OIC/NCOIC will provide their name and phone number to the watch.

g. The requesting unit at 0500 hours the next day will call the RD Watch with a status and accountability report and end of overnight stay report.

h. The RD Watch confirms the end of stay report.

i. The requesting unit OIC/NCOIC conducts a joint facility inspection with the facility coordinator and turns in the DA Form 1594 to the facility coordinator.

#### 2. Emergency incidental sleeping requests (Verbal approvals/disapproval w/ paperwork following)-

a. Requesting unit will submit the Emergency Incidental Sleep Approval form (Appendix D) and DRAW to the facility coordinator.

b. The facility coordinator will Concur or Non-concur the request verbally before receiving paperwork.

c. The facility coordinator will call the facility/site commander and advise of the situation and receive a verbal concur or non-concur.

d. The facility/site commander will contact the RD Chief DPW and receive a verbal approve or disapprove. The facility/site commander will contact the RD Watch upon approval and advise of the situation; recommend disapprovals are advised to the RD Watch as well.

(1) *If recommend disapproval and appeal requested- The RD Watch will contact the RD Commander with the request for approval or disapproval.*

(2) *The RD Commander will approve or disapprove the request verbally. The RD watch will contact the facility commander on the decision.*

(3) *The facility commander will contact the facility coordinator to coordinate with the unit for access to the facility if approved.*



e. The facility coordinator will unlock the facility and conduct a joint facility inspection with the requesting unit OIC/NCOIC and collect all incidental stay documents stamping or signing approved on all forms.

f. The requesting unit OIC/NCOIC will start and maintain a DA Form 1594 Daily Staff Journal or Duty Officer's Log (Appendix F). The duty log will contain a roster of the personnel who stayed in the facility and an account of any incidents that occurred during the stay.

g. The facility coordinator sends the signed emergency request for incidental stay documents to the RD Watch.

h. The requesting unit OIC/NCOIC the night of the stay will contact the RD Watch and will report the number of personnel, number of vehicles and number of sensitive items by type and serial number. The OIC/NCOIC will provide their name and phone number to the watch.

i. The requesting unit at 0500 hours the next day will call the RD Watch with a status and accountability report and end of overnight stay report.

j. The requesting unit OIC/NCOIC conducts a joint facility inspection with the facility coordinator and turns in the DA Form 1594 Daily Staff Journal or Duty Officer's Log to the facility coordinator.

Appendix C, D, E, F, G forms also available on the U.S Army Reserve Safety HQ share point

### Appendix C Incidental Unit Request form for Sleeping in U.S. Army Reserve (USAR) Facilities

Unit or Tenant Request Form  
Sleeping in U.S. Army Reserve Command Facilities

Unit Requesting Incidental and Sleeping:

Start Date (First Night):  End Date (Last Night):

Number of Nights Needed:

Number of Soldiers Intending to Sleep in Facility:  (Eight Soldiers is the minimum number allowed to request incidental and transient sleeping)

Number of Female Soldiers:  Number of Male Soldiers:

Unit Commander's Rank and Name:

Unit Commander's Email and Contact Number:

Unit First Sergeant Rank and Name:

Unit First Sergeant Email and Contact Number:

On-site NCOIC (during stay) Rank and Name:

On-site NCOIC (during stay) Contact Number:

Authorized Duty Event Initiating the Request:

Mobilization

Convoy in Transit  Other Event (Identify)

Previous Incidental and Transient Sleeping Events Executed by this Unit:

Start Date:  Activity:  Number of Nights:

Start Date:  Activity:  Number of Nights:

Start Date:  Activity:  Number of Nights:

My signature certifies that I read and understand the Sleeping in U.S. Army Reserve Command Facilities Process. I acknowledge that I am responsible for the safety, health, welfare, and security of the Soldiers I am requesting to sleep in the facility. I am aware the RD Commander or Directorate of Public Works chief if delegated will approve the incidental sleeping request based on the risk mitigating efforts I will implement to safely sleep personnel in a facility not designed for billeting. I will ensure my first sergeant or NCOIC is fully engaged in this sleeping event and understands that proper execution of established operating procedures is critical to ensuring a professional, healthy, and safe environment for all Soldiers.

Date Signed:  Unit Commander's Signature:

Date Form Submitted or Emailed:  FACID:  Building Number:

Submit this completed form to the facility coordinator NLT 30 calendar days before the requested start date. By default, the facility commander will disapprove requests submitted with less than 30 calendar days before the start date requested. The facility commander may still review and action request on a case-by-case basis.

Unit or Tenant Request Form  
Sleeping in U.S. Army Reserve Command Facilities

Date Form Submitted or Emailed:  FACID:  Building Number:

**1. Concur or Nonconcur: Facility Coordinator**

Name: Prefix  First  Last

Concur or Nonconcur  Date

Comments

**2. Concur or Nonconcur: Facility Commander**

Name: Rank  First  Last

Concur or Nonconcur  Date

Comments

**3. Approving Authority if Delegated: Readiness Division Directorate of Public Works**

Name: Rank  First  Last

Is Request Approved?  Date

Comments

Signature

Unit or Tenant Request Form  
Sleeping in U.S. Army Reserve Command Facilities

Date Form Submitted or Emailed:  FACID:  Building Number:

**4. Approving Authority for Appeals: Readiness Division Commander**

Name: Rank  First  Last

Is Appeal Request Approved  Date

Comments

Signature

**Unit or Tenant Request Form  
Sleeping in U.S. Army Reserve Command Facilities**

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**For Facility Coordinator Use Only**

Date Request Received:

Approved:       Disapproved:

If Approved, Sleeping Areas Designated for the Unit:

Area:       Number of Soldiers:

Area:       Number of Soldiers:

Area:       Number of Soldiers:

Area:       Number of Soldiers:

Area:       Number of Soldiers:

Area:       Number of Soldiers:

Area:       Number of Soldiers:

Area:       Number of Soldiers:

If Disapproved, State Reason:

Date Signed:

Facility Coordinator's Signature:

**Appendix D**  
**Emergency Incidental Sleep Approval Form**

# EMERGENCY INCIDENTAL SLEEP APPROVAL FORM

## 1. Requester's Information

Request Date:

Name: Rank  First  Last

Phone  E-mail

FACID  Building Name or Number

Duration (Time Facility Will Be Utilized For Incidental Sleeping)?

## 2. Risk Management Delineated (To be completed by requesting unit)

Risk Management was implemented per Deliberate Risk Management (FM 5-19/ATP 5-19)?

What is the OVERALL RESIDUAL RISK LEVEL?

## 3. Facility Inspection Addressed(To be completed by requesting unit)

### Has the unit addressed, as a minimum the following:

1. The POC for all issues relating to sleeping within the facility
2. Procedures for cleaning the facility and sleeping area
3. Food and drink is not allowed in the sleeping area
4. No smoking and no alcoholic beverages allowed in building
5. Actions in the event of a fire emergency
6. Actions in the event of a medical emergency
7. Location of emergency telephone numbers of the local fire department, police department and nearest 24 hour medical facility
8. Any other specific hazards that need to be addressed for safety

### Life Safety and Fire issues were discussed and addressed to include the following:

1. Portable fire extinguishers available, the proper type and serviceable
2. Functional fire sprinklers are or are not available in the sleep areas
3. Smoke/heat detectors are or are not available in the sleep areas
4. All sleep areas have exits and egress routes free of obstructions
5. Emergency Evacuation Plan is posted in each sleep area


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Unit Commander or Activity Representative Signature






## Appendix E Deliberate Risk Assessment Worksheet

DELIBERATE RISK ASSESSMENT WORKSHEET						
1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S) FACILITY ID#: Incidental Sleeping Within Army Reserve Center					2. DATE PREPARED	
3. PREPARED BY						
a. NAME (Last, First, Middle initial)			b. RANK/GRADE		c. DUTY TITLE/POSITION Center Coordinator	
d. UNIT		e. WORK EMAIL			f. TELEPHONE (DSN, Commercial (Include Area Code))	
g. UIC/CIN (as required)		h. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)			i. SIGNATURE OF PREPARER 	
Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & makes decisions (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)						
	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<input type="checkbox"/> + <input type="checkbox"/> -	Incidental Sleeping	Death or injury caused by: a. Facility fire b. Smoke inhalation/ Toxic vapors and fumes c. Trampling/ Panic d. Falling items e. Exit / Egress pathways blocked f. electrical fire from overloaded circuits through the use of unauthorized/damaged electrical equipment (Heaters, fans, extension cords, power strips).	H	a. Brief and Rehearse the Fire prevention plan, Emergency action plan. Post Fire guards. b. Brief personnel on fire emergency evacuation to stay low, get out of the facility and, do not reenter once outside. c. Brief and practice Facility Evacuation, noting all exits and egress pathways. d. Do not allow sleeping in areas where equipment or supplies are located overhead of sleeping area. e. Ensure all items are removed from in front or behind exit doors, do not allow sleeping or equipment to be placed in egress pathways. f. Restrict electrical equipment usage to wall outlets only. Do not allow the use of extension cords, power strips or personal heaters/fans.	How: Briefings and rehearsals of emergency action plans.	M
					Who: First line leaders Company 1SG/XO CDRs	

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
+ -	Incidental Sleeping	Soldiers injured or killed or equipment damaged by runaway vehicles.	H	a. Do not allow sleeping in or around vehicles. b. Do not allow sleeping downhill from vehicles. c. Check and set parking brakes on all vehicles	How: Designated sleeping areas Designated parking areas Leader spot checks for properly secured vehicles  Who: Co CDR/XO/1SG First line leaders	L
+ -	Incidental Sleeping	Occupational illness from sleeping unsanitary conditions (mold, dust, rodent droppings, damp, wet areas)	M	a. Check facilities for cleanliness and sanitation prior to allowing sleeping in the facility. b. Do not allow occupation or sleeping in facilities with unsanitary conditions or unapproved locations.	How: Inspect facilities prior to occupation.  Who: Co CDR/XO/1SG First line leaders	L
+ -	Incidental Sleeping	Soldiers injured or killed from criminal activity	M	a. Secure facilities from unauthorized access. b. Designate key personnel as security managers for rooms/ sections of facilities. c. Use the buddy system when going outside to smoke, exercise or get fresh air. d. Designate safe areas and alarm signals for personnel to escape from and alert others to criminal activity.	How: Inspect facilities, briefings and emergency action plans  Who: Co CDR/XO/1SG First line leaders	L
+ -		List site specific hazards here.		List site specific control measures for those hazards here.	How:   Who:	
<b>10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):</b>						
<input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> LOW						
<b>11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION</b>						
NOTE TO CENTER COMMANDER:						
1. Risk Assessment must be reviewed, approved, and signed by the Center Commander in block 12 of this risk assessment.						
2. The Unit Commander is responsible for ensuring SOP and related procedures and policies are adhered to and must block 13a of this risk assessment.						

12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK				<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. DUTY TITLE/POSITION	d. SIGNATURE OF APPROVAL AUTHORITY		
		Center Commander			
<b>e. ADDITIONAL GUIDANCE:</b> <b>NOTE TO CENTER COMMANDER:</b> <ol style="list-style-type: none"> <li>1. Risk Assessment must be reviewed, approved and signed by the Center Commander in block 12 of this risk assessment.</li> <li>2. The Unit Commander is responsible for ensuring SOP, related procedures, and policies are adhered to and must block 13a of this risk assessment.</li> </ol>					

RISK ASSESSMENT MATRIX		Probability (Expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L
LEGEND:    EH - Extremely High Risk    H - High Risk    M - Medium Risk    L - Low Risk						
13. RISK ASSESSMENT REVIEW (Required when assessment applies to ongoing operations or activities)						
a. DATE	b. LAST NAME	c. RANK/GRADE	d. DUTY TITLE/POSITION	e. SIGNATURE OF REVIEWER		
			Center Coordinator			
			Unit Commander			
14. FEEDBACK AND LESSONS LEARNED						
15. ADDITIONAL COMMENTS OR REMARKS						



**Appendix G**  
**DA Form 7632 Deviation Approval and Risk Acceptance (DARAD)**

DEVIATION APPROVAL AND RISK ACCEPTANCE DOCUMENT (DARAD)					
For use of this form, see DA PAM 385-30; the proponent agency is DAS.					
SITE INFORMATION					
1a. Country:		1b. State:		2. Service: A - Army	
3b. Installation Name: (FACID) USAR Facility (Reserve Center, ECS/AMSA, etc.)			3c. Type of Site: Administrative Building		
DEVIATION INFORMATION					
4. Deviation #: RD UIC-E-YYYYMMDD-RD-000	5a. Effective Date:	5b. Expiration Date:	6. Deviation From: Other Army Safety Standards		
7. Type of Deviation: E - Exemption	6a. Number/Title and Paragraph of Requirement: NFPA 101 chapters 6.1, 13.1.7, 28.2 and UFC 3-600-01 PARA 3-1 and 34-1.8				
8b. What we need to do that deviates from 8a: (Synopsis of block 2a) Allow incidental sleeping in USAR facilities.					
8c. Operational, Strategic or Compelling Reason for Violation: Meet USAR mission support requirements to Geographic Combatant Commanders (GCC), Defense Support of Civil Authorities (DSCA), MOB/Pre-Deployment, USAR Major/Unit Level Exercise, Annual Training (AT) or Battle Assembly (BA).					
9. Potential Consequences of Deviation from Approved Standards:	9a. # Fatalities:	9b. # Injuries:	9c. Equip/Fac Loss \$:	10. Date Deviation Initiated:	
11. Residual Severity: 1 - Catastrophic	12. Residual Probability: E - Unlikely	13. Residual Level of Risk: M - Medium - RAC 3		14a. Safety Professional/ RD Safety, email, phone number Analyst (POC Info):	
14b. Analyst Signature:	14c. Submitter (POC Info): (If different from 14a.)		14d. Submitter Signature: (If different from 14a.)		
14 e. REVIEWED BY:					
DATE	CONCUR (YES/NO)	ORGANIZATION	PRINTED NAME/TITLE	Attachment	SIGNATURE
		(FACID) Facility Commander		Attachment? <input type="checkbox"/>	
		Facility Coordinator		Attachment? <input type="checkbox"/>	
		Readiness Division DES		Attachment? <input type="checkbox"/>	
		Readiness Division DPW		Attachment? <input type="checkbox"/>	
		Readiness Division Safety		Attachment? <input type="checkbox"/>	
				Attachment? <input type="checkbox"/>	
DEVIATION APPROVAL/RISK ACCEPTANCE					
I have reviewed the risk assessment and understand the hazard and potential consequences. I am approving this deviation and accepting the additional potential consequences and residual risk based on current operational necessity.					
15. Army HQ: USARC	15b. Unit/Comm: RD Commander Name	16a. DATE:	16b. Expiration Date:	17. RANK/TITLE: MG/Commander	
17a. PRINTED NAME:			17b. SIGNATURE:		
17c. Comment: Lodging In Kind shall be priority. Duration of stay for incidental sleeping will not exceed the duration of GCC's requirement(s), DSCA mission, MOB/Pre-Deployment period, USAR Major/Unit Level Exercise, Annual Training (AT) or Battle Assembly (BA) order dates. Permanent lodging is not authorized.					Attachment? <input type="checkbox"/>

DA FORM 7632, APR 2015

PREVIOUS EDITIONS ARE OBSOLETE

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 AFD LC v1.008

## Appendix H

### Sleeping in U.S. Army Reserve Command Facility Sample SOP (Sample)

OFFICE SYMBOL (ARIMS Record Number)

[DD Month YYYY]

MEMORANDUM FOR All Unit or Tenant Commanders

SUBJECT: Sleeping in U.S. Army Reserve Command Facilities

#### 1. References:

- a. USARC Regulation 385-1 (Sleeping in U.S. Army Reserve Command Facilities).
- b. NFPA 101 (Life Safety Code®).
- c. UFC 3-600-01 (Fire Protection Engineering for Facilities.)

2. Purpose: To provide standard operating procedures (SOP) and establish responsibilities for incidental and transient sleeping in U.S. Army Reserve Command (USARC) facilities not designed for billeting.

3. Scope: This SOP applies to all facilities owned, operated, and/or managed by USARC. This SOP does not supersede current regulations and policies.

#### 4. Responsibilities:

- a. Commanders of U.S. Army Reserve centers and facilities. The commanders' will-

(1) Furnish a place of employment that is free from recognized hazards that are likely to cause death or serious physical harm to employees and report all violations of United Facilities Criteria (UFC) 3-600-01 and National Fire Protection Association® (NFPA®) 101® standards to the commander's chain of command and the safety director for the geographic commander.

(2) Supervise the sleeping in USARC facilities program and serve as the approving authority for unit commanders requesting use of the program at their facilities.

(3) Authorize the facility coordinator, or appoint a designated representative, to manage the program and keep documentation.

(4) Accurately integrate risk management and make risk decisions at the proper level when allowing incidental and transient sleeping in USARC facilities. Document risk assessment using DD Form 2977 (Deliberate Risk Assessment Worksheet).

(5) Endorse and publish this SOP to all unit or tenant commanders.

b. Facility coordinators of U.S. Army Reserve centers and facilities. The facility coordinators will-

**(1) Manage the sleeping in USARC facilities program and keep documentation for their facility commander.**

**(2) Serve as the primary point of contact for unit or tenant commanders requesting incidental and transient sleeping in their USARC facilities.**

**(3) Coordinate or conduct all required inspections and start a risk assessment using DD Form 2977 (Deliberate Risk Assessment Worksheet) for their facility commander to review and approve.**

**c. Unit or tenant commanders will-**

**(1) Furnish a place of employment that is free from recognized hazards that are likely to cause death or serious physical harm to employees and report all violations of UFC 3-600-01 and NFPA 101® standards to the commander's chain of command and the safety director for the geographic commander.**

**(2) Exhaust all efforts and use military near-term, mid-term, and long-term planning strategies to execute lodging in kind funds prior to deciding on incidental and transient sleeping in USARC facilities as a means of managing readiness.**

**(3) Encourage subordinate commanders to use incidental and transient sleeping in USARC facilities judiciously and consider the opportunity to build readiness by using organic equipment and worthy tactical mission task(s).**

**(4) Enforce the requirements of USARC Regulation 385-1 and this SOP when using incidental and transient sleeping in USARC facilities.**

**(5) Complete the unit or tenant request form in appendix A to request incidental and transient sleeping in USARC facilities and submit the form to the facility coordinator NLT 30 calendar days before the requested start date. By default, the facility commander will disapprove requests submitted with less than 30 calendar days before the start date requested. The facility commander may still review and action request on a case-by-case basis. Note: There is no recognition for interim or pending requests.**

**(6) Accurately integrate risk management and make risk decisions at the proper level when using incidental and transient sleeping in USARC facilities.**

**(7) Provide direct first sergeant or NCOIC supervision when using incidental and transient sleeping in USARC facilities and liaison with the facility coordinator throughout the activity.**

**d. Upon facility commander approval for using incidental and transient sleeping in USARC facilities, these added responsibilities apply.**

**(1) On-site First Sergeant or NCOIC, see appendix B.**

**(2) Fire Watch, see appendix C.**

**(3) Individual Soldier, see appendix D.**



5. The point of contact is [Firstname Lastname], Facility Coordinator, at [(xxx) xxx-xxxx (office landline)] or [@army.mil (email w/o underscore)].

[place digital signature block here]

**COMMANDER'S NAME (ALL CAPS)**

**RNK, BR**

**Facility Commander**

## **Appendix I**

### **First Sergeant or NCOIC Responsibilities**

**B-1. The NCOIC will ensure this Center SOP, Risk Assessment, and Unit Pre- Accident plan is posted along with unit emergency contact information. The Unit First Sergeant's and Commander's phone number will be issued to Soldiers and documented as part of the emergency contact information. Quiet hours are from 2100 to 0500. NCOICs will ensure this time is enforced. Center lights in sleeping area(s) will be turned off during this period.**

**B-2. The NCOIC will ensure each Soldier has been briefed on SOP requirements and times to conduct morning and end of training clean-up of sleeping areas. Soldiers should be briefed on the layout of the facility, emergency evacuation procedures, shelter-in-place procedures, hazardous areas, or operations in the facility, location of exits, and conduct while in the facility. The NCOIC will create or receive from the unit, a roster indicating the time periods and names of all Soldiers sleeping in the facility for accountability purposes.**

**B-3. The NCOIC is responsible for addressing and documenting any issues violating good order and discipline. The sleeping area health and welfare conditions should be constantly monitored by the NCOIC.**

**B-4. The NCOIC will ensure operational business is not conducted in the sleep areas. Unit leadership and Soldiers that have ongoing duty requirements late into the evening/night should conduct them in the appropriate office or field area, and not interfere with the sleep area environment.**

**B-5. The NCOIC will ensure a landline phone is available in each sleeping room or located in an adjacent room. Hard line facility phones are for emergency purposes and not for personal use.**

**B-6. The NCOIC will conduct a pre-inspection of sleep area(s) to validate that all exits signs are present and illuminated, unobstructed access is available to all exit doors, the area is clean and sanitary, and the temperature in each sleeping area is adequate for Soldier occupation (69-75 degrees Fahrenheit).**

**B-7. The NCOIC will ensure that all Soldiers have ready access to the facility to minimize the chances of Soldiers being locked out of the building. The NCOIC will take the initiative to implement needed on-the-spot measures to ensure controlled access is maintained, yet Soldiers are still able to get inside the building after duty hours.**

**B-8. In the event of an emergency evacuation, the NCOIC is responsible for making sure that all sleep area personnel have evacuated the facility, so long as the NCOIC is not endangered in the process.**

**B-9. The NCOIC will review all fire watch and individual Soldier responsibilities to familiarize themselves with all the requirements that need supervision or monitoring, which may not be specifically outlined in the NCOIC section of this SOP.**

## **Appendix J Fire Watch Responsibilities**

**C-1. A fire watch as a management control in order for incidental sleeping to occur.**

**C-2. Fire Watch personnel must be identified prior to 2100 on the day of the sleeping activity. Fire watch will begin at 2100 and end at 0500.**

**C-3. The NCOIC will instruct the Fire Watch in the following areas:**

**a. Confirm where the landline telephone is located; ensure each knows the numbers/codes needed to call an outside line.**

**b. Reiterate the fire watch duty will be the primary function and the other duties must not interfere with the fire watch.**

**c. Fire watch personnel shall be familiar with the property and escorted through the property to gain familiarity with the facility.**

**d. Fire watch personnel must know the location of any fire extinguisher, sprinkler system controls, pull stations and any hose connections in the facility.**

**e. If fire watch personnel discover a fire, their first action is to alert sleeping area occupants to evacuate. If the fire alarm horns are functional, they shall be utilized in this process. Fire watch personnel will then notify the fire department by calling 9-1-1 or the appropriate number given for emergency responders.**

**f. Fire watch will report the exact location of the fire and the extent of fire involvement. Fire watch personnel shall not perform fire-fighting duties beyond the scope of attempting to create a safe route outside of the building.**

**g. Fire watch personnel will make rounds of the building at 45-minute intervals with the first one starting at 2145. Failure to maintain fire watch jeopardizes the safety and health of Soldiers sleeping in the facility. Soldiers entrusted with this responsibility need to be made aware of the seriousness of this duty.**

**h. Fire watch personnel are looking for smoke, unusual smells and noises, abnormally warm areas or doors, or abnormal electrical activity that may indicate problems with the energized systems of the facility. Fire watch personnel should ensure personnel are in the appropriate areas.**

## **Appendix K Individual Soldier Responsibility**

**D-1. Soldiers must maintain a professional environment at all times. Areas and equipment used should be cleaned and left in good working order. Soldiers are entirely responsible for the housekeeping and maintenance of the sleeping area during the time being used.**

**D-2. Housekeeping includes the general cleaning and up-keep of the sleeping area. Soldiers have a vested interest in protecting the Army's investment by ensuring issues with the facility are identified and reported to the Facility Coordinator and Unit First Sergeant so work orders can be initiated.**

**D-3. Soldiers will take an active role in promoting energy conservation by turning off all unnecessary, non-critical electronic devices when not being used.**

**D-4. Soldiers must follow established standards and rules of conduct during incidental sleeping activities. These rules of conduct, though not all inclusive, are the following:**

**a. Soldiers will never jeopardize the safety and security of the facility or the safety and security of individual Soldiers.**

**b. Treat all other Soldiers with courtesy and respect. There is zero tolerance for sexual harassment, assault, or behavior that violates basic Army values. All Soldiers must make themselves familiar with Army and local unit policies regarding sexual harassment and assault. Any Soldier(s) suspected of this type of behavior will be handled in accordance with regulatory requirements and adjudicated, if necessary, to the full extent of the Uniform Code of Military Justice (UCMJ).**

**c. Observe quiet hours (2100 through 0500). Lighting and conversation will be subdued. After 2100, headphones are mandatory to listen to music or other sounds from electronic devices. The volume must be low enough to prevent the music/other sounds from being heard outside of the headphones. Soldiers that do not have headphones for music/other sounds producing electronic devices, will move outside the sleeping area to use the device.**

**d. At no time will Soldiers use tobacco products in the facility. Traditional and electronic cigarette smoking is only allowed in designated smoking areas.**

**e. At no time will Soldiers consume or possess alcoholic beverages inside the facility or while on Federal property.**

**f. At no time will Soldiers allow unauthorized personnel into the facility. Dependents, friends, acquaintances, guests, etc. are not authorized to stay with Soldiers during any incidental sleeping activity. After 1700, only authorized Soldiers assigned to a sleeping area, are allowed in that area. After hours and with commander's discretion, Soldiers may visit with non-military personnel outside of the controlled Army Reserve footprint. Soldiers conducting operational business or generally socializing with other Soldiers will do so in appropriate common areas away from designated sleeping areas.**

**g. At no time will Soldiers use any product in the facility that produces a flame or possess a combustible engine. Incense or similar products that produce smoldering heat and/or heat emitting, are not authorized at any time. Portable heaters or any device with an exposed heating element, are not authorized. Hot plates or portable cooking devices that are not part of the facility break room, are not authorized. Cooking in the facility kitchen after hours is not authorized.**

**h. At no time will Soldiers introduce pornographic or inappropriate material, in the form of posters, clothing, computer images, pictures, etc., into the facility.**

**i. Soldiers will wear appropriate attire at all times. Duty uniform, Army fitness uniforms, or any civilian equivalent to authorized fitness uniforms, in style and length, are the minimum attire that must be worn at all times. All civilian attire will be respectful and of a non-revealing nature. Civilian attire will not have any profane, derogatory, discriminatory, or offensive symbols, sayings, gestures, or illustrations affixed to them. Shower shoes or other types of footwear is mandatory with civilian attire. Bare feet or socks-only is not authorized at any time.**

**j. While in military duty uniform, it is mandatory that the entire uniform is worn correctly. Shower shoes with the military duty uniform, will never be worn outside of restrooms or locker rooms. Bath robes, sleep shirts, pajamas, night gowns, or similar styled clothing will not be worn in the facility. Soldiers will sleep in Army fitness uniforms or similar styled civilian fitness attire. Pre-planning is required to ensure proper attire is worn at all times and a professional environment is maintained throughout the facility.**

**k. Sleeping areas will be kept clean and orderly at all times. All cots, sleeping bags, etc., will be properly arranged to provide safe, expedient access to the nearest exit. Soldiers will store their equipment or other items in an orderly fashion at all times.**

**l. Soldiers will not rearrange or move any furniture unless the NCOIC directs the movement, in the best interest of utilizing the sleeping area. All furniture must be returned to its original position at the end of the sleep activity.**

**m. Soldiers will enter and exit the facility through the appropriate entry and exits. Entering and exiting through windows is prohibited.**

**n. Soldiers will not store any type of ammunition, pyrotechnics, or personal firearms in the facility at any time, during any incidental sleeping activity. Additional rules or procedures regarding firearms and federal facilities; will be published outside of this SOP.**

**o. Soldiers will not display any item, which implies affiliation or approval of illegal organizations or activities. Additionally, pictures or cartoons that could be offensive are forbidden.**

**p. Horseplay, fighting, rough housing, wrestling, or any other activities that may result in injury to Soldiers is strictly prohibited and subject to UCMJ actions.**

**q. Gambling of any kind is prohibited within the facility.**

- r. Soldiers will not use military landline phones for personal use. Military hard-line phones are to be used for emergency use and official business only.**
- s. Soldiers will not store paint, solvents, and other flammable items in the facility at any time.**
- t. Soldiers will secure all valuables on/near their person or in their vehicle.**
- u. At no time will pets or animals of any kind accompany Soldiers during incidental sleeping events. Incidental sleeping occurs after duty hours. Individual lodging, at the Soldier's expense, must be arranged by Soldiers who claim they need a support animal during off-duty hours. Please refer to unit policies outside of this SOP for service animal procedures during on-duty hours.**
- v. Clothing irons, hair dryers, flat irons, curling irons, and other electric hair devices can only be used in restrooms or locker rooms.**
- w. Food of any kind is not allowed in any designated sleeping area. Food may be consumed in the break room or other appropriate location.**
- x. Soldiers that require medication and or medical devices as part of daily sustainment of health will ensure they possess the needed products during the sleeping event. Soldiers who experience any health concerns should immediately inform the NCOIC so that arrangements or monitoring can be coordinated.**

## **Section II**

### **Terms**

This section contains no entries.

# ***SUMMARY of CHANGE***

USAR Regulation 385-1  
Sleeping in U.S. Army Reserve Command Facilities

o This is a major revision, dated 14 December 2023