

Army Regulation 210–50

Installations

Housing Management

**Headquarters
Department of the Army
Washington, DC
3 October 2005**

UNCLASSIFIED

SUMMARY of CHANGE

AR 210-50

Housing Management

This major revision, dated 3 October 2005--

- o Redefines responsibilities to reflect organizational changes within the Army (chap 1, sec II).
- o Discontinues detailed coverage of Army lodging which is being incorporated into AR 215-1 (para 1-16).
- o Incorporates Army policy on partial dislocation allowance for directed housing moves at a permanent duty station made for the convenience of the Government (para 1-18).
- o Updates dollar limitations and approval authorities for housing (para 2-13 and app B).
- o Clarifies and updates assignment, occupancy, and termination policies (chap 3).
- o Establishes policy on assignment of housing to medical holdovers (paras 3-29 and 17-10).
- o Revises adequacy standards for unaccompanied personnel housing to address the current permanent party barracks design and the quality of life thrust toward increasing space allowances (para 4-4; tables 4-2 and 10-2; and chap 10, sec III).
- o Designates the Director of Facilities and Housing as the approval authority for the diversion and conversion of all family housing facilities (para 5-4).
- o Expands guidance on lead contamination considerations in housing (para 7-9).
- o Adds policy guidance on mold in housing units (para 7-9).
- o Adds policy guidance on the installation of carbon monoxide detectors in housing (para 7-12).
- o Clarifies guidance on cabling and television charges in housing (paras 7-14, 7-15, 7-30, 7-31, 7-38, and 7-39).

- o Clarifies policy on name signs for family housing units (para 7-18).
- o Clarifies requirements for seeking approval for projects to restore damaged family housing facilities (para 7-21 and fig 7-1).
- o Identifies additional special command sergeant major positions (para 9-31 and table 9-3).
- o Updates general design criteria for family housing new construction (para 10-9 and table 10-1).
- o Establishes new benchmarks for sizing family housing new construction (para 10-9 and table 10-1).
- o Sets forth construction criteria for new barracks (para 10-12 and table 10-2).
- o Increases the maximum period of foreign leasing of family housing in Korea from 10 years to 15 years (para 11-6).
- o Identifies additional special command positions (para 13-10 and table 13-1).
- o Adjusts dollar limitation on initial issue of special allowance items for special command positions (para 13-13 and table 13-2).
- o Clarifies and expands basic housing acquisition policy (para 14-2).
- o Clarifies use of housing market analysis (chap 14, sec II).
- o Establishes the requirement for developing Army housing master plans as tools in the determination of housing requirements (chap 14, sec III).
- o Establishes and defines the Residential Communities Initiative Program as the Army's housing privatization program (chap 14, sec IV).
- o Clarifies the need for and use of economic analysis as a tool in determining housing requirements (chap 14, sec V).
- o Consolidates AR 210-12 into this regulation (chap 15).
- o Incorporates policy and procedures for establishing rental rates for Government-owned and -controlled housing and charges for related facilities (chap 15).
- o Emphasizes the requirement for using the Housing Operations Management System to collect and manage information on housing (chap 16).
- o Consolidates DA Pam 210-7 into this regulation (chap 17).
- o Incorporates policy and procedure for housing managers to provide effective housing support for mobilization efforts (chap 17).
- o Rescinds DA Forms 4630-R, 5546-R, and 5867-R and cancels RCS-ENG-235 and RCS-ENG-308.

Effective 3 November 2005

Installations

Housing Management

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation is a consolidation of several administrative publications, which cover the management of Army permanent party housing. It implements Department of Defense 4165.63–M, Department of Defense Directive 1100.12 and , Department of Defense Instruction 1100.16, and portions of Department of Defense Regulation 7000.14–R. This regulation redefines responsibilities in accord with organizational changes within the Army; clarifies assignment, occupancy, and termination policies; revises adequacy standards for permanent party unaccompanied personnel housing; clarifies basic permanent party housing acquisition policy; establishes the requirement for Army housing master plans; establishes and defines the Residential Communities Initiative Program as the Army’s housing privatization program; clarifies the need for and use of economic analysis in determining housing requirements; incorporates policy and procedures for establishing rental rates for Government housing; emphasizes the requirement for

using the Housing Operations Management System to collect and manage information for the Army’s housing databases; and establishes policy and procedures for housing managers to provide effective housing support for mobilization efforts.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve, except as follows: civil works housing under control of the Corps of Engineers; family housing for caretakers at national cemeteries; Military Assistance Program and Military Assistance Advisory Group housing activities except for accounting procedures set forth in Department of Defense Regulation 7000.14–R series; family housing transferred to other Government agencies by permit; family housing at Kwajalein; Army National Guard family housing and unaccompanied personnel housing facilities and related furnishings; U.S. Army Reserve family housing facilities and related furnishings; recreational housing; housing furnishings support for reception centers and confinement centers; military treatment facility lodging such as Fisher Houses; Army lodging; and the residence portion of the United States Military Academy’s Cadet Chapel except for the necessity to collect rent for shelter and services provided in accord with Office of Management and Budget Circular A–45 and chapter 15 of this regulation

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting

unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing 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 forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2 and identifies key management controls that must be evaluated

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Assistant Chief of Staff for Installation Management (DAIM–ZA), 600 Army Pentagon, Washington, DC 20310–0600.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Assistant Chief of Staff for Installation Management (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, and D and E for the Army National Guard of the United States and the U.S. Army Reserve.

*This regulation supersedes AR 210–50, dated 26 February 1999; AR 210–12, dated 8 February 1977; DA Pam 210–7, dated 1 May 1991; and rescinds DA Form 4630–R, dated October 1996; DA Form 5546–R, dated October 1996; and DA Form 5867–R, dated October 1996; and cancels RCS ENG–235 and RCS ENG–308.

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Glossary

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Chapter 1 Introduction

Section I General

1–1. Purpose

This regulation provides policies, procedures, and responsibilities for the management and operation of the Army's permanent party housing programs. It addresses Government-owned and -controlled Army family housing (AFH) to include general and/or flag officer's quarters (GFOQ) and Government-owned and -controlled unaccompanied personnel housing (UPH) for permanent party (PP) personnel (UPH(PP)) to include barracks. It also addresses the engineering, resource, and furnishings management programs related to housing. It addresses management of the Residential Communities Initiative (RCI) Program. It provides guidance on establishing and administering rental rates for Government-owned and -controlled housing and charges for related facilities. It includes policy and procedures for housing managers to effectively support the housing requirements of mobilization efforts.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Statutory authority

Statutory authority for this regulation is derived from Titles 5, 10, 15, 18, 29, 31, 37, and 42 of the United States Code (USC), Executive Orders, the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), and issuances from the Office of Management and Budget (OMB) and the General Services Administration (GSA).

Section II Responsibilities

1–5. Assistant Secretary of the Army (Installations and Environment)

The ASA(I&E) will—

- a. Provide overall policy and program direction for housing programs.
- b. Manage the RCI program.

1–6. Assistant Secretary of the Army (Financial Management and Comptroller)

The ASA(FM&C) will—

- a. Provide overall policy for management of appropriated funds (APFs).
- b. Control AFH and military construction, Army (MCA) appropriations' funds.
- c. Manage the Army budget as Appropriation Sponsor per AR 1–1.
- d. Provide direction on fiscal policy and economic analysis.

1–7. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA(M&RA) will provide overall policy for nonappropriated funds.

1–8. Assistant Chief of Staff for Installation Management

The ACSIM will—

- a. Be the program manager for AFH and MCA appropriations.
- b. Perform all responsibilities as AFH appropriation manager for requirements determination per AR 1–1.
- c. Perform all responsibilities as AFH manager for program and performance per AR 1–1.
- d. Prepare all AFH construction (AFHC) and AFH operations (AFHO) budget exhibits for submission through the Deputy Assistant Secretary of the Army for Installations and Housing (DASA-I&H) to the ASA(FM&C).
- e. Serve as the functional manager for AFH and UPH programs including the UPH management account of the Operation and Maintenance, Army (OMA) appropriation.
- f. Perform as functional manager for the execution of Army programs for permanent party housing.
- g. Develop policy and procedures for the administration, operation, and management of the Army's housing programs.
- h. Provide staff supervision for operating and managing the Army's Community Homefinding, Relocation, and Referral Services (CHRRS) Program and Equal Opportunity in Off-post Housing (EOOPH) Program.
- i. Develop and maintain the Army's permanent party housing master plans.

- j.* Validate requests for acquisition of permanent party housing.
- k.* Serve as functional manager for Army-wide permanent party housing information systems support for the Army staff and the Installation Management Agency (IMA), its regions, and their installations.
- l.* Serve as the Department of the Army (DA) proponent for developing, preparing, and maintaining DA publications, which provide policy, guidance, and direction on Army housing programs.
- m.* Coordinate any exceptions to personnel housing policies contained in chapters 3, 4, and 6 of this regulation with the Deputy Chief of Staff, G-1 (DCS, G-1).
- n.* Coordinate any exceptions to construction execution and rental rates for Government-owned and -controlled housing and charges for related facilities with the commander, U.S. Army Corps of Engineers (USACE).
 - o.* Determine housing requirements.
 - p.* Develop and manage a housing management civilian career program for housing personnel.
 - q.* Serve as DA staff proponent for housing professional training.
 - r.* Manage the housing furnishings program (see para 9-3).
 - s.* Manage the Army's housing leasing program (see para 11-3).
 - t.* Manage GFOQ intensively per congressional direction (see para 13-4).
 - u.* Evaluate the effectiveness of Army housing programs.

1-9. Deputy Chief of Staff, G-1

The DCS, G-1 will—

- a.* Set forth policy on the following:
 - (1) Eligibility for, assignment to, and termination from housing.
 - (2) Adequacy standards for housing livability.
 - (3) Military compensation issues related to housing.
 - (4) Off-post CHRRS and EOOPH programs.
- b.* Serve as the proponent agency for personnel housing policies set forth in chapters 3, 4, and 6 of this regulation.

1-10. Commander, U.S. Army Corps of Engineers

The Commander, USACE will—

- a.* Serve as the Department of Defense (DOD) construction agent responsible for the design and construction of military construction (MILCON) facilities where designated by the Secretary of Defense.
- b.* Manage the design, construction, and real estate activities associated with the MILCON program.
- c.* Develop policy and procedures for establishing and administering rental rates for Government-owned and -controlled housing and charges for related facilities (see para 15-4).
- d.* Determine rental rates for Government-controlled and -sponsored housing and related facilities in the continental United States (CONUS), Hawaii, and Alaska (see paras 12-19 and 15-4).
- e.* Locate, negotiate, and execute housing leases in the United States (see para 11-3).

1-11. Director, U.S. Army Installation Management Agency

The Director, IMA will—

- a.* Accomplish integrated execution of installation management related policies, plans, and programs as developed and promulgated by the Army staff.
- b.* Fund the garrisons.
- c.* Disseminate planning, programming, and budgeting guidance as prepared by the Army staff.
- d.* Seek Army-wide installation management initiatives and standardize implementation of those initiatives.
- e.* Ensure that the regions provide standard levels of service across the Army.
- f.* Serve as the Headquarters, Department of the Army (HQDA) level integrator between HQDA functional proponents and the field.
- g.* Coordinate the identification of the services to be provided and the standards to be met.
- h.* Supervise the management of the IMA regions' GFOQ on an intensive basis (see para 13-5).

1-12. Directors of the U.S. Army Installation Management Agency, Regions

The directors of the IMA regions will—

- a.* Serve as functional proponent for regional requirements determination and validation for permanent party housing.
- b.* Prepare and submit regional Program Objective Memorandum (POM) and Budget Estimates Submission (BES) input to IMA for consolidation and HQDA approval.
- c.* Supervise the staffing, administration, management, and operation of their housing programs per this regulation.

- d. Provide housing expertise and site assistance visits to assist installations in resolving specific housing issues as needed.
- e. Prioritize non-mission related projects.
- f. Perform regional AFH mid-year execution and/or allocation review.
- g. Supervise the management of their housing furnishings program (see para 9-3).
- h. Execute their portions of the Army's housing leasing program (see para 11-3).
- i. Supervise the management of their GFOQ on an intensive basis (see para 13-6).
- j. Ensure that installation actions submitted to DA and IMA headquarters conform to this regulation.
- k. Evaluate the effectiveness of their housing programs.
- l. Monitor the development of the housing portion of installation mobilization plans.

1-13. Garrison commanders

The garrison commanders will—

- a. Provide adequate permanent party housing facilities and services (see paras 6-2, 7-35, and 8-3).
- b. Operate and manage their permanent party housing programs per this regulation (see para 2-2).
- c. Manage their utilization of permanent party housing.
- d. Manage their housing inventory.
- e. Manage their housing furnishings programs (see para 9-3).
- f. Participate in the execution of the Army's housing leasing programs (see para 11-3).
- g. Manage their mobile home parks (see chap 12).
- h. Manage their GFOQ on an intensive basis (see para 13-7).
- i. Provide community homefinding, relocation, and referral services both to help DOD personnel and their family members locate acceptable, affordable, and nondiscriminatory housing in the local community and to provide an orientation to housing in the local community. Ensure that all assignment orders for personnel governed by this regulation contain the following statement in the special instruction paragraph: "You are required to report to the Community Homefinding, Relocation, and Referral Services Offices serving your existing and new duty stations before you make housing arrangements for renting, leasing, or purchasing any off-post housing."
- j. Transfer functions in accord with the RCI process where applicable.
- k. Oversee preparation of the Housing Appendix to the Engineer Annex of the Installation Mobilization Plan (IMP), where required.
- l. Administer rental rates for housing and related facilities (see para 15-4).
- m. Maintain and provide information from the installation's housing information systems database.
- n. Support mobilization missions and training requirements.

1-14. Commanders of major Army commands

Each MACOM commander and the Superintendent, U.S. Military Academy, will—

- a. Establish liaison between assigned military units and IMA regions.
- b. Monitor service accomplishment through the chain of command.
- c. Ensure that installation mobilization plans support the mobilization missions (see chap 17).
- d. Prioritize mission related projects.

1-15. Housing residents

Residents of permanent party housing will—

- a. Manage their Government-provided housing with prudent care (see para 8-3).
- b. Manage their Government-provided furnishings with reasonable care (see para 9-3).
- c. Take reasonable care of leased housing facilities (see paras 8-3 and 11-3).
- d. Take reasonable care of any assigned mobile home park space (see para 12-5).
- e. Comply, if a general officer, with the intensive management provisions attached to GFOQ (see para 13-8).

Section III

Policy Overview

1-16. Housing objectives

a. *Basic housing groups.* The Army's overall housing program encompasses the management of 2 basic groups of housing. These are permanent party housing and Army lodging. Family housing (FH) and UPH(PP), to include barracks, comprise permanent party housing. Army lodging consists of temporary short-term housing for transient personnel and authorized guests. (Note: This housing was formerly referred to as unaccompanied personnel housing temporary duty (UPH(TDY)) and guest housing.)

b. Permanent party housing. The objective of FH and UPH(PP) is to provide adequate housing for eligible military and DOD civilian personnel who are permanently assigned or attached to installations or to activities located within a 1-hour commute of an installation (see paras 3-3, 3-6, 3-7, and 3-27 through 3-34).

c. Army lodging. The objectives of Army lodging (see AR 215-1) are as follows:

(1) Provide accommodations to military and DOD civilians visiting installations in temporary duty (TDY) status and to other authorized guests.

(2) Provide short-term accommodations for—

(a) Military personnel and/or their families arriving or departing installations incidental to permanent change of station (PCS).

(b) DOD civilian personnel and/or their families outside CONUS (OCONUS) arriving or departing installations incidental to PCS.

(c) Other authorized guests.

1-17. Entitlements

a. Housing. Assignment of Government housing to permanent party personnel is not an entitlement. Permanent party personnel are entitled to housing allowances to secure private housing in the civilian community if Government housing is not provided.

b. Furnishings.

(1) *Family housing.* Persons eligible for family housing have no legal entitlement to Government-provided furnishings. Furnishings are provided when it is considered in the best interest of the Government.

(2) *Unaccompanied personnel housing.* Personnel assigned to UPH are authorized Government-provided furnishings.

1-18. General guidelines

a. All housing facilities, services, and programs will be operated in support of the Army Communities of Excellence Program so as to improve the quality of life and provide comfortable places for people to live. Continued qualitative improvement is the yardstick for measuring excellence.

b. The private sector is normally relied on as the primary source of housing. The Government will provide housing only where private sector housing is not available, is too costly, or is substandard. Exceptions are for military necessity (see DOD 7000.14-R, vol 2B, chap 6, para 060105.B).

c. Community homefinding, relocation, and referral services will be provided to locate adequate housing in the civilian community. Installations must certify that they have actively pursued off-post housing within the housing market area (para 14-4).

d. Off-post housing will be provided on a non-discriminatory, equal opportunity basis regardless of race, color, religion, national origin, gender, age, disability, or familial status (see DODI 1100.16, para 4.1).

e. Provisions for providing housing facilities accessible to physically handicapped individuals will be in accord with the Uniform Federal Accessibility Standards.

(1) For military FH, at least 5 percent of the total inventory but not less than 1 unit (on an installation-by-installation basis) of all housing will be accessible or readily and easily modifiable for use by persons with disabilities. Common areas such as, parking, play areas, streets, and walks, and common entrances to multi-unit buildings and facilities will be designed and built to be accessible. In addition, persons with disabilities must have access to programs and activities conducted in public entertainment areas of Government FH units and in support facilities provided for Government FH residents.

(2) Unaccompanied personnel housing for able-bodied military personnel only need not be designed to be accessible to physically handicapped individuals, but accessibility is recommended since the use of the facility may change with time.

f. In general, housing managers will make decisions on the basis of the “prudent landlord” concept, that is, consider whether a prudent landlord in the private sector would take a proposed action.

g. Residents of housing facilities may be held liable for damage to any assigned housing unit, or damage to or loss of any equipment or furnishings assigned to or provided such residents if the damage or loss was caused by the negligence or willful misconduct of the residents or their family members or guests. This includes loss or damage caused by pets (see para 8-8).

h. The basic Self-Help Program, which is in concert with the prudent landlord concept, optimizes the use of scarce resources, and gives residents a feeling of “homeownership,” will be employed to the maximum extent practicable.

i. Soldiers or DOD civilians who are stationed in a foreign country, and whose housing status is not the acknowledged responsibility of any other DOD component or Government agency program, will be supported by the military department that has construction agent responsibility for that country.

j. Housing managers at all levels will be aware of Federal, State, and local resources and/or assistance available for detecting and reducing drug-related (including alcohol) incidents in on- and off-post housing.

k. Soldiers will be paid a partial dislocation allowance (DLA) to occupy and/or vacate Government FH at a permanent duty station for the convenience of the Government (see Section 407(f), Title 37, United States Code (37 USC 407(f)) and JFTR, para U5630-B.15).

(1) A partial DLA must be provided to a soldier who is ordered for the convenience of the Government to occupy and/or vacate Government FH due to—

- (a) Privatization.
- (b) Renovation.
- (c) Any reason other than a PCS.

(2) Partial DLA is not authorized for—

- (a) Local moves from Government FH upon separation or retirement.
- (b) Moves incidental to PCS.
- (c) Moves for the convenience of the soldier, to include moving from off-post to on-post (unless the soldier is key and essential), promotion, and change in family size or bedroom requirement.
- (d) Voluntary moves initiated by the soldier for reasons of divorce or family separation.

1-19. Centralized housing management

a. Each installation responsible for operating and maintaining a Government housing inventory will have a centralized housing office which should be a separate organizational entity. This office should be headed by a full-time professional housing manager in the general schedule (GS)– and/or general manager (GM)–1173 housing management career program. At smaller installations, housing functions may be combined with other functions; however, responsibilities for housing functions will not be fragmented.

b. The installation housing manager serves as a channel of communication between the garrison commander and the housing residents. This ensures a checks and balances between what the installation provides and what is acceptable to the residents.

c. The CHRRS will be an integral part of the housing management office. If an installation has no housing inventory, CHRRS will be obtained from another installation in the area or by combining CHRRS responsibility with some other installation function which is logically related to housing.

1-20. Staffing

a. Housing offices will be staffed and operated by permanently assigned personnel trained in professional housing skills. Staffing will be done in accord with approved staffing guides.

b. The Community Homefinding, Relocation, and Referral Services Office (CHRRSO) or section will be sufficiently staffed to permit execution of the CHRRS program mission.

1-21. Competitive Sourcing Program

Housing responsibilities and workload may be separated into contractible and noncontractible categories based on projecting those functions that must be performed by Government employees. The policies, procedures, and responsibilities for carrying out the Competitive Sourcing Program are prescribed in AR 5-20.

1-22. Exceptions and waivers

a. This regulation imposes requirements upon the Army and its activities, installations, and personnel. These requirements derive from the following:

- (1) Public Law, that is, statutory requirements.
- (2) Congressional direction, often given the force of law.
- (3) Directives from higher authority, such as the Executive Office of the President, OMB, and the Secretary of Defense.
- (4) Direction from Army leadership, such as the Secretary of the Army (SA), the Chief of Staff, Army (CSA), and their staffs.

b. The requirements which flow from a(1), (2), and (3), above describe certain limits within which the Army must operate. The requirements which derive from a(4), above also define limits. These latter limits have been learned from experience. They are not intended to be restrictive, but are necessary for one or more of the following:

- (1) Effective establishment of priorities.
- (2) Control of programs and resources.
- (3) Operational needs of higher level headquarters in justifying and defending the resource needs of housing.
- (4) Army-wide consistency in dealing with personnel.

c. Statutory requirements, cost limitations, dollar thresholds, quantity constraints, approval authority levels, and reporting requirements identified in this regulation must be observed.

d. Requests for exceptions to policy or waivers in permanent party housing operational matters will be sent through command channels to the Assistant Chief of Staff for Installation Management (DAIM-FDH), 600 Army Pentagon,

Washington, DC 20310–0600. Requests for exception to policy will be forwarded by the ACSIM to the ASA(I&E) for approval.

e. Requests for exceptions or waivers on matters listed below will be sent through command channels to the Deputy Chief of Staff, G–1 (DAPE–HR–PR), 300 Army Pentagon, Washington, DC 20310–0300.

- (1) Housing eligibility.
- (2) Assignment to and termination from housing.
- (3) Housing adequacy standards.
- (4) Housing equal opportunity programs.
- (5) Military housing compensation.

Chapter 2 Financial Management

Section I General

2–1. Scope

This chapter prescribes policies and procedures for the management of funds appropriated or otherwise made available for Army permanent party housing programs.

2–2. Responsibilities for financial management

Housing financial management is a shared responsibility at all levels. In coordination with the Directorate of Resource Management, or equivalent, housing managers will—

- a. Manage housing resources and assets.
- b. Carry out financial management policy and procedures.
- c. Plan, develop, and coordinate current and long–range programs.
- d. Develop and justify housing budgets.
- e. Ensure the validity and accuracy of housing requirements documentation.
- f. Ensure maintenance and oversight of the Army’s fiduciary interest in housing under the Military Housing Privatization Initiative (MHPI), to include the application and use of resources for the benefit of its soldiers within the framework of the partnership between the Army and an eligible entity (see chap 14, sec IV for details on privatized housing).
- g. Review and analyze housing financial programs to include the following:
 - (1) Establishing, collecting, and maintaining cost and performance data in enough depth and detail to justify the programs before advisory and review committees.
 - (2) Ensuring validity of charges and accurate measurements of performance for housing regardless of degree of responsibility.
 - (3) Monitoring cost limitations to prevent violations.
 - (4) Recommending the distribution and use of AFH and OMA housing funds.
 - (5) Ensuring cost–effective and efficient use of resources.

2–3. Funding sources for housing programs

Housing programs have the single goal of adequately housing authorized personnel. To do this, resources are necessary to construct, or otherwise acquire, facilities; to operate and maintain these facilities; and, in some cases, to provide furnishings for these facilities. Resources come from the following:

- a. *Appropriated funds.*
 - (1) Congress authorizes and/or appropriates funds for permanent party and transient housing. The four APFs associated with Army housing programs are AFHC, AFHO, MCA, and OMA.
 - (2) The AFH, MCA, and the real property related accounts of OMA constitute the facilities accounts. These accounts are appropriately integrated and balanced in the planning, programming, and budgeting phases of the Planning, Programming, Budgeting, and Execution process. Once the budget request is submitted to and approved by the Congress, however, the balancing process ceases and each appropriation is executed independently of the others. Transfers among accounts within the OMA appropriation, however, are common occurrences.
 - (3) The OMA appropriation has several base operations accounts that are related to housing programs. These are as follows: Operation of Utilities; Real Property Maintenance; Minor Construction; Engineering Support; Environmental Compliance, Pollution Prevention, and Conservation Programs; and UPH Management. The OMA is used to operate and maintain UPH(PP).

b. Nonappropriated funds.

(1) Nonappropriated funds (NAFs) derive from sources other than monies appropriated by the Congress. NAFs come mainly from fees and charges for services provided to military personnel, their family members, and authorized civilians. NAFs may be used when authorized and only where APFs are not authorized or where APFs are authorized but are not available.

(2) NAFs must be administered through a duly authorized, properly organized NAF instrumentality (NAFI) established, administered, and operated per AR 215-1. In the case of UPH(PP), fees generated from occupants for housekeeping services will be deposited in a lodging facility NAFI. These revenues will be used to pay the cost of limited housekeeping services for UPH(PP).

2-4. Family Housing, Army appropriation

a. The annual Military Construction Appropriations Act and the Department of Defense Authorization Act authorize and appropriate funds in the Family Housing, Army appropriation. Commonly known as AFH, it is composed of 2 separate appropriations. The AFHC appropriation has projects similar to MCA. The AFHO appropriation has operations, maintenance, and leasing programs similar to OMA. The AFHC and AFHO accounts are described in DFAS-IN Manual 37-100-**, and are updated every year by ASA(FM&C) to reflect approved operating accounts and construction projects.

b. By statute, FH funds may be used only for FH. No OMA or other appropriation or funds may be spent on family housing facilities except as set forth in paragraph 2-6*d* below. Requests for other exceptions may be submitted to HQDA, ACSIM (DAIM-ZA).

2-5. Military construction, Army appropriation

The MCA appropriation provides for construction of UPH. Also, MCA appropriation provides investment equity and subsidies for the Unaccompanied Personnel Housing Privatization Program. The MCA funds may not be used for FH.

2-6. Defense appropriations

a. As the MILCON Appropriations Act contains the separate AFH and MCA appropriations, the Department of Defense Appropriations Act contains an array of separate appropriations such as OMA; Military Personnel, Army (MPA); Research, Development, Test, and Evaluation; and Other Procurement, Army. While there are provisions for transfer of funds among the appropriations contained in the Department of Defense Appropriations Act, none of these funds can be transferred to fund FH requirements, nor can FH funds be used to pay for other requirements.

b. Where the garrison commander directs the emergency relocation of Army personnel and their families because their dwelling units are uninhabitable, the Army may pay for those excess lodging and subsistence costs with appropriated funds. Under such circumstances, the Army may expend OMA funds to pay for commercial lodging expenses resulting from the order to vacate Government housing. In addition, OMA funds may be expended to reimburse dislodged soldiers for costs that directly resulted from the requirement to vacate Government housing and were necessary to provide temporary habitation.

c. Military personnel directly assigned to FH management activities will be accounted for as an unfunded cost within the FH cost structure. They are funded from MPA.

d. While maintenance and repair (M&R) costs of an FH unit diverted to UPH use will be charged to the AFH appropriation, operating costs, including utilities, services, and furnishings, will be funded from the OMA appropriation.

2-7. Combined funding

a. Each type of housing facility has a specified fund source authorized for its construction, M&R, and operation (table 2-1).

b. Army FH funds will be used only for FH.

Table 2–1
Funding sources for housing programs by housing type

Housing Program	Housing Type	
	Family housing	UPH(PP)
Construction	AFHC	MCA/OMA (see note 1)
M&R	AFHO	OMA (see note 1)
Operations	AFHO	OMA (see note 2)
Leasing	AFHO	OMA
Privatization	AFHC and AFHO (see note 3)	MCA (see note 4)

Notes:

- ¹ Minor construction may be OMA funded. Refer to 10 USC 2805 for limitations.
- ² Includes the OMA (****96.CE and ****96.90 accounts and the ****79.J0 and ****79.M0 accounts).
- ³ Funds are transferred from AFHC to the DOD Family Housing Improvement Fund.
- ⁴ Funds are transferred from MCA to the DOD Unaccompanied Personnel Housing Improvement Fund.

Section II

Planning, Programming, and Budgeting Formulation

2–8. Overview

a. Prudent management of both existing housing inventories and future acquisition requires a broad perspective of what is needed to acquire, revitalize, operate and maintain these inventories and to ensure that the housing facilities continue to be available and livable as long as needed to house the force.

b. Effective life cycle management requires—

- (1) Identifying what needs to be done and setting the goals and objectives for satisfying these needs (planning).
- (2) Translating goals and objectives into finite action in consideration of alternatives, tradeoffs, and the need to balance requirements against limited resources (programming).
- (3) Developing detailed fund estimates to support plans and programs and obtaining resources needed to execute them (budgeting).

2–9. Planning

a. Planning is essentially an HQDA function with the field providing input in support of HQDA initiatives. Housing managers at all levels will develop implementing plans that support the mission priorities contained in such guidance as The Army Plan, Program and Budget Guidance, and the Army Family Housing Master Plan (FHMP) and Army Barracks Master Plan (BMP) both of which address the Army’s housing facility strategy.

b. In fulfilling their financial management responsibilities, housing managers will establish objectives and mission priorities, and will program workloads for their housing programs.

c. Each installation will have a current, integrated series of plans associated with the sustainment of its housing inventories. These plans will convey a complete picture of what is needed to ensure that the inventories will serve their intended purposes or will address the planned disposition of units to be removed from the active inventory.

(1) *Operation and Maintenance.* Each installation will have an annual work plan (AWP) and an unconstrained long-range work plan (LRWP) for the operation and maintenance (O&M) of its housing facilities. Separate plans should be prepared for AFH and UPH(PP).

(a) *Annual Work Plan.* Prior to the start of each fiscal year (FY), the Directorate of Public Works (DPW), or equivalent, in conjunction with the housing manager, will prepare the AWP, showing the breakdown of O&M funds. It will be based on the current LRWP and current inspections. It will serve as a resource for identifying and scheduling all work and services according to resources available and priorities established by the garrison commander. The AWP is a planning document that reflects the best information available and is adjusted throughout the year. Maintenance and repair projects (to include incidental improvements for AFH) included in the AWP must be developed into project format.

(b) *Long-range Work Plan.* Annually, the housing manager, in conjunction with the DPW, or equivalent, prepares the LRWP (covering the 5-year period beyond the AWP) for O&M work and services. The LRWP may highlight significant areas of concern. It may also suggest a course of action which the corresponding AWP does not indicate when the AWP is considered by itself.

(2) *Construction.* The identification of new construction and modernization requirements for housing are found in the Army’s housing master plans. These plans are based on the Army’s housing needs as influenced by the available inventory and its condition. On-post housing facilities assets are identified in the Real Property Inventory; off-post

assets in the housing market analysis (HMA). Quality of the on-post assets is identified in the Installation Status Report (ISR). The quality of off-post assets is identified in the HMA.

(a) Based on the data in these documents, both new construction and modernization projects which require construction funds are reflected in the Capital Investment Strategy of the Real Property Master Plan (RPMP), cover the 6-year POM period, and comprise the future years program (FYP) (see para 10-16c). The basis for the short-range component is the garrison commander's unrestrained overall general plan for satisfying real property requirements (see AR 210-20, chap 3).

(b) The housing master plans and the FYP give the housing manager a more comprehensive appreciation for what is required to have housing facilities available for their intended use.

(3) *Review of plans.* A concurrent and integrated review of the plans discussed in (1) and (2), above will provide a complete perspective of housing facilities. This will aid the housing manager, the DPW, and the garrison commander in making sound, sensible management decisions about housing facilities.

(4) *Disposition of plans.*

(a) The housing manager will review all plans identified in (1) and (2), above.

(b) The IMA regions will send the FYP to HQDA per paragraph 10-16.

2-10. Programming

Housing managers will develop workload and project requirements for all housing programs for inclusion in the formal resource requests to HQDA. Care will be taken to develop data that—

a. Conform to HQDA guidance, regardless of source.

b. Closely parallel the plans in paragraph 2-9.

2-11. Budgeting

Housing managers will ensure that plans and programs are appropriately translated into budget estimates. Resource requirements identified in budget estimates will be consistent with workload levels reflected in inventory, accounting, manpower, furnishings, and other records, databases, and reports.

Section III

Budget Execution and Records

2-12. Budget execution

Each level of command will develop financial plans that support approved programs and assure the maximum use of resources during the budget execution year. To this end, housing managers, in conjunction with the functional budget analyst will—

a. Ensure that annual funds are programmed as necessary to accomplish all major M&R (especially direct contracts) included in the AWP during the first three quarters of the fiscal year being executed.

(1) Request adequate funding to support the planned use of APFs. Estimates of quarterly or monthly (as applicable) funding requirements will be developed on the basis of supporting the scheduled work in the AWP. Allocation requirements will not be developed on a straight line percentage basis nor will they be merely restatements of the obligation plans. Command requirements will consider the impact of and explain, as necessary, front loading for items such as leasing contracts, coal procurement, furnishings procurement, and projects having a "subject to the availability of funds" clause in unawarded contracts.

(2) Ensure obligation plans are realistic and support the AWP.

(3) Periodically, but at least quarterly, review status of resource and work plans.

b. The ASA(FM&C) and ACSIM may request mid-year and/or mid-cycle reviews of their programs during the budget execution year. Identification of the need for and the parameters and instructions for such in-progress reviews will be set forth in separate "call" memorandums as required.

2-13. Limitations and approval authorities

a. *Congressional limitations.* In its management of APFs, Congress has prescribed certain statutory limitations which affect various programs and subprograms. Additionally, the Congressional committees, which have proponentry for the various APFs, prescribe administrative limitations from time to time. Any of these limitations may be changed or deleted annually. Also, new limitations may be added each year.

b. *Other limitations.* Limitations have also been promulgated by OMB, Office of the Secretary of Defense (OSD), and HQDA for the reasons cited in paragraph 1-22b.

c. *Quantification of limitations.*

(1) Principal cost limitations and approval authority levels are summarized in appendix B.

(2) Other limitations currently in effect are addressed in those chapters of this regulation that pertain to the program or subprogram affected by each specific limitation.

2-14. Records

a. Family housing.

(1) Housing managers, in conjunction with the functional budget analyst, will review accounting records and reports in order to—

- (a) Monitor actual obligations against obligation plans.
 - (b) Track reimbursable collections against appropriate accounts.
- (2) Housing managers will also maintain the following files for FH:

(a) Project files to include copies of contracts, purchase requests, and project approval documents. A separate file will be kept for each project.

(b) A separate cost data file for each housing unit that is susceptible to incurring large costs (for example, high cost leased housing, historic dwelling units (DUs), oversized DUs, and GFOQ). Special emphasis will be given a DU that is likely to exceed congressional limitations.

(c) A file of approval documents and cost records for each incidental improvement project.

b. Unaccompanied personnel housing for permanent party. Housing managers, in conjunction with the functional budget analyst and fund manager, will be familiar with records and reports that address the operations and expenses and obligations for UPH(PP).

Section IV

Fund Use and Control Policies Directly Applicable to Army Family Housing

2-15. Basic policies

a. Common service policy.

(1) Each command or agency will plan, program, and budget for all costs that apply to the housing units it controls, operates, and maintains. This includes housing units operated under permit from other military Services, other governmental agencies, or other governments. Where military personnel of another DOD component (for example, Navy, Air Force, Marine Corps) occupy Army-controlled housing, reimbursement from the sponsoring component and vice versa is prohibited. Reimbursement from non-DOD agencies is required.

(2) The common service principle is not applicable to support services procured by or from another Service for which reimbursement is required to appropriations other than AFH.

b. Family housing operation and maintenance. These funds will apply to operation and maintenance and those incidental improvements accomplished under limited authority (see app B).

c. Major maintenance and repair and/or improvement projects. For major M&R and/or improvement projects requiring higher authority approval, project descriptions will address the need and will state requirements by FY. Housing managers should ensure that cost limitations and approval authorities are not exceeded (see app B).

d. Intra-Army reimbursable work.

(1) The housing manager is responsible for initiating all documents for intra-Army reimbursable work that will result in an obligation against AFH funds.

(2) DD Form 448 (Military Interdepartmental Purchase Request) (MIPR) will be used at the installation level by the housing manager in requesting routine work or services to be performed by other installation activities.

(3) The installation activity designated to accomplish the work or provide the services will be responsible for accepting the purchase request using DD Form 448-2 (Acceptance of MIPR) and establishing controls so that total funds on the purchase request are not exceeded during work execution. Should a shortage of funds develop, the performing activity will take action to request additional funds, informing the housing manager of the amounts required and explaining the situations that created the funding shortfall. No further work will be accomplished nor services provided until the housing manager has provided additional funds.

(4) The housing manager will provide DD Form 448 to the performing installation activity at the beginning of each quarter or monthly (as applicable) for all reimbursable services such as the following:

- (a) Refuse collection and disposal.
- (b) Entomology services.
- (c) Transportation.
- (d) Utilities.
- (e) Furniture repair, handling, and moving.
- (f) Routine M&R not to exceed the service order (SO) level.

(5) The acceptance of the DD Form 448 by the performing activity will be the basis for recording an obligation against AFH funds on the first working day of the fiscal quarter or month (as applicable) for which services are requested. A monthly reconciliation between expenses and obligations and against available funds will be accomplished as of the end of each month. The DD Form 448 issued in subsequent quarters or months (as applicable) will give full consideration to any unexpensed balances remaining from previous quarters.

(6) Individual M&R projects are directly funded and will not be reimbursed through reimbursable orders.

2-16. Reimbursements earned and collected

a. Army FH facilities and services are provided to certain residents on a reimbursable basis. Examples of residents or users that fall under these provisions are as follows:

- (1) Owners of privately-owned mobile homes located on Army-owned mobile home parks.
- (2) Non-DOD uniformed personnel of the U.S. Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration.
- (3) Foreign Service Officers and American Red Cross personnel.
- (4) Authorized civilian residents.

b. Reimbursements may come from a number of sources (see 10 USC 2831). Examples of reimbursement sources are as follows:

- (1) Proceeds from the rental of FH and mobile home facilities under Army control (see also para 3-6j(2)).
- (2) Collections from the rental of Army-controlled furnishings.
- (3) Reimbursements from the residents of Army-controlled FH and mobile home rental facilities for services rendered, utilities consumed, and maintenance and repairs provided.
- (4) Funds obtained from individuals as a result of losses, damages, or destruction to Army-controlled FH and mobile home rental facilities and to Army-controlled furnishings that were caused by the abuse or negligence of such individuals.

(5) Reimbursements from other Government agencies for expenditures from the AFH account.

(6) Proceeds of the handling and disposal of FH (including related land and improvements) (para 2-18).

c. Rental rates will be established per policy in chapters 12 and 15 of this regulation.

d. Proceeds from the collections set forth in *b*, above will be credited to the AFH account to defray AFH program costs.

e. Reimbursable support provided by AFH to users will be by written agreements. The written agreements will include the minimum data shown in AR 37-49.

2-17. Service and administrative type buildings

The O&M costs for service-type buildings (for example, office buildings or warehouses) where the entire building is used exclusively for FH are proper charges to AFH. No costs of shared administrative building space will be charged to the AFH on a pro rata or other basis.

2-18. Handling and disposing of receipts from excess family housing

a. Receipts accruing from the handling and disposal of any excess Army FH will be transferred into the AFH account as prescribed by law (see DOD 7000.14-R, vol 2B, chap 6, para 060106.C.1.c).

b. Each installation, having excess property for disposal, will provide funding for the necessary maintenance, protection, and other expenses until property disposal action has been properly completed.

c. Costs to remove housing that is to be replaced by new construction will be charged to the site preparation costs of the new construction project.

d. Costs of housing to be demolished under provisions of AR 405-90 will be charged to AFH.

2-19. Charges to foreign military personnel

a. Foreign military students or trainees.

(1) When U.S. student requirements for FH have been satisfied and will continue to be satisfied for the projected duration of the foreign student's occupancy, charge costs incident to the O&M of DU. Table 2-2 provides guidance for calculating such costs (see DOD 7000.14-R, vol 15, chap 7, para 071101.D and table 711-1).

(2) When foreign students occupy DU which are not excess to U.S. needs, charges will be in accord with chapter 15.

b. U.S. Army Personnel Exchange Program (PEP). The PEP personnel will be charged an amount not to exceed the basic allowance for housing (BAH) of a U.S. member of equivalent grade.

c. Other foreign military personnel. All other foreign military personnel will be charged as follows:

(1) In accord with the terms of agreement between the United States and foreign Governments.

(2) Where no formal agreements exist, in accord with rental rates established per chapter 15.

Table 2–2
Calculation of family housing charges for foreign military students

Step	Action
1	Identify the O&M costs incurred for the installation FH inventory using the recent annual AFH cost report.
2	Inflate STEP 1 costs by the O&M inflation factor published in the Program and Budget Guidance.
3	Divide Step 2 costs by number of DUs in inventory to determine annual cost per DU.
4	Divide STEP 3 costs by 12 to arrive at the average monthly cost per DU.
5	Add \$100 to the STEP 4 results (the \$100 is an empirical figure – predicated on interest and principal for debt amortization – and is used in lieu of depreciation).

Section V

Army Family Housing Costing

2–20. Army family housing accounts

These are cost accounts that are utilized to manage the application of funds as well as record the costs of the program and verify compliance with the intent of the Army, OSD, and the Congress.

a. Principal accounts. Army FH accounts are composed of the following major accounts (see DFAS–IN Manual 37–100–**).

(1) *Operations, Maintenance, Utilities, Leasing, and Privatization (Budget Program (BP) 190000).*

(a) Operations (BP 191XXX).

(b) Maintenance, including repair and incidental improvements (BP 192XXX).

(c) Utilities (BP 193XXX).

(d) Leased housing (BP 194XXX).

(e) Privatization (BP 195XXX).

(2) *Construction.*

(a) New construction (BP 10000000).

(b) Acquisition of housing (BP 20000000).

(c) Planning and design (BP 30000000).

(d) Post acquisition (or improvement) construction (BP 60000000).

b. Life cycle of funds. The O&M accounts receive annual funds that must be obligated in the appropriated year. The construction accounts have multiple-year (5-year) funds.

c. Operation and Maintenance cost account structure.

(1) The O&M cost account structure is in DFAS–IN Manual 37–100–**. It identifies the O&M accounts, subaccounts, and their immediate subordinate detailed accounts under which costs are chargeable. It also sets forth performance factors.

(2) Funded costs for a reporting period must reconcile to obligations incurred for the same period. Costs that apply to administrative support and supervision will be limited to those incurred at the installation level. (Exclude any cost at levels of command above the installation.)

(3) The operations account (BP 191000) is divided into the following subaccounts which are identified separately in the budget request:

(a) Management (BP 191100).

(b) Services (BP 191200).

(c) Furnishings (BP 191300).

(d) Miscellaneous (BP 191400).

d. Intra-appropriation transfers. Congress has limited the ability to transfer funds within, among, and between the accounts and subaccounts of AFH. No transfers are permitted between construction and BP 190000. Within BP 190000 Congress has established thresholds that limit the amounts of funds that can be transferred among and between the O&M accounts and subaccounts. Unless otherwise notified by HQDA, all reprogramming requests for fund transfers among and between AFH O&M accounts and subaccounts will be submitted to ASA(FM&C), (SAFM–BUI–F), for approval and action.

2–21. Elements of cost

a. Labor cost.

(1) Civilian and military labor costs will be charged to AFH. If overseas FH activities employ indigenous personnel (local national or third country national), costs will include a percentage of direct labor costs to cover leave, retirement, and any other allowances or employee benefits payable by the Army. Only personnel assigned against the tables of distribution and allowances for FH management activities will be costed directly to AFH.

(2) The AFH will reimburse the appropriate operating appropriation for its pro rata share of labor costs in joint FH, and UPH(PP) activities. This includes labor costs in the office of the housing division. It also includes the housing division chief and secretary, program and budget activities working in both the family and UPH areas, CHRRS activities, and in-house labor involved in the control, moving, and handling of family and unaccompanied personnel housing furnishings.

(3) Military personnel directly assigned to FH management activities will be accounted for as an unfunded cost within the FH structure. However, labor costs of construction units composed of foreign nationals but excluding U.S. military labor are funded MILCON project costs (see DOD 7000.14-R, vol 3, chap 17, para 170203.D).

b. Materiel.

(1) Stock fund items will be costed and obligated, simultaneously, at current standard prices at the time the order is placed on the stock fund.

(2) Other than stock fund items will be costed at actual prices at the time requisition is filled or contractual document is concluded.

(3) Except for self-help items unique to FH, inventories of materiel and supplies will not be separately procured or maintained for the operation and maintenance of FH. Authorized equipment and materiel, not included in an installation's normal inventory, which is required for immediate use will be procured with direct charge to AFH.

c. Equipment cost.

(1) Costs for use of equipment under rental contracts with private vendors will be recorded at the time of usage in the amounts provided by the contract.

(2) Government-owned equipment will be costed based on the hours of use and chargeable at the rates set in AR 420-18. Government-owned equipment and vehicles used in the O&M of FH will be provided by the installation on a reimbursable basis.

d. Contracts. Costs of all contracts that solely support FH will be charged directly to AFH funds. AFH funds will not be used to reimburse OMA on a pro rata basis for any M&R project unless work was done on FH property.

e. Utilities. At all activities, regardless of the accounting system used, utilities will be costed to AFH at a computed unit-cost rate comprised of the following elements:

(1) Cost of the utility service purchased.

(2) Line loss in transmission.

(3) Normal operation and maintenance of the utility distribution system outside of the FH areas, excluding major one-time or non-recurring cost of M&R projects. (Costs of both major one-time and recurring M&R projects for the portions of the distribution system within the FH areas are charged directly to AFH.)

2-22. Direct costs

a. Direct costs are those that may be identified specifically with any one job, activity, or function. These costs are billed directly to the reimbursing activity by the activity that provides the support services. Normally, fractional parts of an hour, as opposed to whole hours, will be charged to each job.

b. The direct O&M costs for FH include—

(1) Management (less those support costs which are indirect support costs).

(2) Services (less those costs which are indirect support costs).

(3) Furnishings (less those costs which are indirect support costs).

(4) Miscellaneous.

(5) Maintenance and repair, including incidental improvements (less those costs which are indirect support costs).

(6) Utilities.

(7) Lease payments.

c. Real property maintenance activities which have shop or productive expense rates will add those rates to direct work or services in support of FH. These rates are considered to be direct costs.

2-23. Indirect support costs

a. Certain services are furnished in support of FH facilities for which it is not feasible to make a direct charge to AFH. Examples are services performed by civilian personnel offices, resource management offices, supply offices, and engineering. These support services constitute indirect support and incur indirect support costs.

b. Although indirect costs will be charged to AFH, no such charges will be applied against an individual housing unit's cost limitations. Only direct costs will be applied against unit cost limitations.

c. Activities that bill AFH for support costs will identify separately the direct and indirect support costs. Housing

managers will be provided with full supporting documentation, analyses, and methodologies used to identify indirect support costs before approving the expenditure of AFH funds for these costs.

2–24. Construction costs

Construction and improvement projects and their costs are managed by the supporting USACE district and division. The USACE districts and divisions report progress and costs through their channels to the headquarters USACE and HQDA. The DPW and housing managers should monitor progress and costs of construction.

2–25. Security costs

a. Personnel who are considered to be potential terrorist targets must be protected. This requirement extends to the physical security of their Government–provided housing including leased housing.

(1) The AFH funds will be used for security upgrades including installed equipment classified as real property. These upgrades must be monitored by the IMA to ensure that adequate controls over the expenditure of AFH funds are established.

(2) At isolated locations that have only FH, AFH funds may be used for perimeter guards.

(3) The OMA and/or Other Procurement, Army funds will be used for items or equipment like radios, or other portable equipment, that can be used to support the entire mission at the installation.

b. Security upgrades using AFH funds will be validated by the installation provost marshal and force protection officer. This will ensure the level of protection provided the housing is related directly to the level of anti–terrorism protection required. The DPW will ensure compliance with life, safety, and building codes in any building modification.

c. The delegation of funding approval authority for AFH BP 190000 funding includes requirements for security upgrades.

Chapter 3 Assignment, Occupancy, and Termination

Section I General

3-1. Scope

This chapter establishes policies for eligibility, assignment, occupancy, and termination of Government-owned or -controlled FH and UPH(PP).

3-2. Grade comparisons

The grades of DOD civilian employees will be integrated into military grade groups as shown in table 3-1.

Table 3-1
Military and civilian schedule of equivalent grades for housing assignment purposes

Military grade group	Civilian grade group (see note 2)				
	SES and/or Senior Level	GS	Educators (20 USC 901-907)	NF	WS
O-7 through O-10	SES 1 through SES 6 ES 1 through ES 6	GS-16 through GS-18	-	NF6	-
O-6	-	GS-15	-	NF5	WS-14 through WS-19 WL-15 and production support equivalents
O-5 and CW5	-	GS-14 and GS-13	Schedule K		
O-4 and CW4	-	GS-12	Teaching principals, Schedule L		
O-3 and CW3	-	GS-11 and GS-10	Schedule C, Step 4 and above, and schedules D-F and M-O	NF4	WS-8 through WS-13 WL-6 through WL-14 WG-12 through WG-15 and production support equivalents
O-2, WO1, and CW2	-	GS-9 and GS-8	Schedule C, Steps 1-3	NF3	WS-1 through WS-7 WL-1 through WL-5 WG-9 through WG-11
O-1	-	GS-7	-		
E-7 through E-9	-	GS-6	-		
E-5 and E-6	-	GS-5	-	NF2	WG-1 through WG-8
E-4	-	GS-4	-		
E-1 through E-3	-	GS-1 through GS-3	-	NF1	

Notes:

¹ Senior Executive Service (SES); Executive Service (ES); General Schedule (GS); nonappropriated fund employees (NF); Wage System (WS); O-7 through O-10 (brigadier general through general); O-6 (colonel); O-5 (lieutenant colonel); O-4 (major); O-3 (captain); O-2 (first lieutenant); O-1 (second lieutenant); CW (chief warrant officer); WO (warrant officer); E-7 through E-9 (sergeant first class through sergeant major); E-5 through E-6 (sergeant through staff sergeant); E-4 (specialist and/or corporal); E-1 through E-3 (private through private first class).

² This table is based on the military and/or civilian relationship established for Geneva Convention purposes. NAF positions are considered equivalent to their counterparts under the General Schedule and Wage System. Senior Executive Service positions are considered equivalent to GS-16 through GS-18 positions. Senior Level positions are considered equivalent to Senior Executive Service positions. For the Wage System, when a more precise relationship to military rank or General Schedule grade is necessary, this will be determined by the garrison commander using the grade groupings in the table as a guide. Equivalent grades for other civilian employees not included in the table will be determined by the garrison commander using the table as a guide.

Section II

Assignment of Family Housing

3-3. Eligibility for family housing

The following categories of personnel are eligible for FH:

- a.* Military personnel with accompanying family members (with accompanying command sponsored family members in overseas areas).
- b.* Department of Defense civilian employees and civilians with accompanying family members who are DOD-sponsored (key and essential) civilian personnel as authorized by this regulation.
- c.* Foreign military trainees, foreign Personnel Exchange Program and integrated personnel, special projects personnel (foreign military and civilian), and foreign liaison personnel with accompanying family members as authorized by this regulation.
- d.* Unmarried chaplains and unaccompanied married chaplains.

3-4. Designation of housing

a. The garrison commander designates housing for occupancy by personnel in various pay grade groups. Family housing should be designated for occupancy as follows:

- (1) General and flag officers (O-10 through O-7).
- (2) Senior grade officers (O-6).
- (3) Field grade officers (O-5, O-4, CW5, and CW4).
- (4) Company grade officers (O-3 through O-1, CW3 through WO1).
- (5) Enlisted personnel (E-9 through E-1); may be further categorized, that is, senior noncommissioned officers (NCOs) (E-9 through E-7) and/or junior NCOs and junior enlisted (E-6 and below); may be even further categorized based upon the needs of the installation.

b. The garrison commander further designates specific DUs for use by personnel assigned to selected key and essential positions. These include special command positions (para 13-10), installation and garrison commanders in the grade of colonel (O-6) (para 9-16), the Sergeant Major of the Army (SMA) (para 9-32), and special command sergeant major (CSM) positions (para 9-31). Collectively, these DUs are referred to as representational housing.

c. Commanders will ensure equitable distribution of FH assets among all pay grades by means of reallocation and/or redesignation action (chap 5).

3-5. Bedroom eligibility

The following bedroom eligibility guidelines may be modified by the garrison commander to meet local requirements:

a. Sponsor or sponsor and spouse should be assigned 1 bedroom. Authorized family members who are married to each other (for example, dependent parents of sponsor or sponsor's spouse) should also be assigned one bedroom.

b. Each family member may be assigned 1 bedroom, if existing FH inventory permits.

- (1) The soldier may choose to be assigned to a DU where more than 1 family member shares a bedroom.
- (2) The garrison commander may stipulate 2 family members share a bedroom for equitable distribution of the inventory

c. The minimum criteria for assigning FH based on family bedroom needs are set forth in table 3-2. However, 2 years may be added to the ages of children when determining bedroom eligibility. This will ensure the proper number of bedrooms for most of a family's tour at an installation.

d. Officers in the grade of colonel (O-6) and above normally should be assigned a minimum of 4 bedrooms. Soldiers in the grades of lieutenant colonel (O-5), major (O-4), chief warrant officer (CW5 and CW4), sergeant major (E-9), and master sergeant (E-8) shall be assigned no less than 3 bedrooms. Soldiers in the grade of sergeant first class (E-7) may be assigned a minimum of 3 bedrooms when existing facilities permit.

e. When the sponsor or spouse is pregnant (as confirmed by medical authority) and is accompanied by other family members, the sponsor may apply for and occupy housing with a separate bedroom for the expected child.

f. A family member who has a severe physical or mental disability, as confirmed by medical authority, is authorized a separate bedroom.

Table 3–2
Minimum criteria for family housing assignment based on family bedroom needs

Number of family members (excluding sponsor and spouse)	Bedrooms
None	1
1 family member (not the spouse)	2
2 family members, except as follows:	2
–one 10 years or older	3
–one 6 years or older and other opposite sex	3
3 family members, except as follows:	3
–two, 10 years or older	4
–one 10 years or older and other two opposite sex of each other with one 6 years or older	4
4 family members, except as follows:	3
–one 10 years or older	4
–one 6 years or older and all of the other three opposite sex of the one	4
–two 6 years or older of opposite sex and other 2 same sex	4
–two 10 years or older and other two opposite sex of each other with one 6 years or older	5
–three 10 years or older	5
5 family members, except as follows:	4
–two or more 10 years or older	5
–one 10 years or older, with one 6 years or older and of the opposite sex of the other three	5

3–6. Assignment provisions

- a. Assignment will not be made unless the sponsor is expected to occupy the housing for a minimum of 6 months.
- b. Unmarried sponsors with accompanying (command sponsored for OCONUS) family members will compete equally with married sponsors for FH. This includes sponsors whose sole family members are expected to reside with them full time based on legal custody but who are enrolled as full time students at an institute of higher learning.
- c. In cases where courts award joint custody of children and the single soldier has no other family members, assignment to FH is authorized only if the soldier has physical custody of the children for more than 6 months per year. Family housing applicants must submit copies of court documents that provide for physical custody of the children for more than 6 months per year.
- d. Personnel will not be assigned to more than 1 FH DU at the same time. During intra–post moves the effective date of assignment to the new DU will be the same as the effective date of termination from the old DU. The resident forfeits BAH for only one DU. Therefore, the other unit should be considered vacant for utilization reporting purposes.
- e. Pregnant military personnel (with no other family members) will not be assigned to FH until the birth of the child.
- f. Sponsors with exceptional family members may forward a request for special housing consideration in writing to the DPW Housing Management Division. The housing manager, in conjunction with the medical department and the Exceptional Family Member Program (EFMP) Committee, will make a recommendation to the garrison commander.
- g. Accompanied foreign military trainees may be assigned FH only after all U.S. military requirements are satisfied.
- h. Personnel Exchange Program personnel function as fully integrated members of the U.S. Army and will be housed on the same basis (that is, grade category and priority) as equivalent U.S. personnel.
- i. The foreign personnel below may be assigned excess FH unless a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) dictates otherwise. Foreign military personnel who claim housing eligibility due to the provisions of an MOU or MOA must provide a copy of the document to support their application.
 - (1) Special projects personnel (foreign military and civilian) who participate in specific projects, studies, or programs mutually beneficial to the United States and their parent government.
 - (2) Foreign liaison personnel who function on behalf of their government.
- j. Department of Defense civilian employees, except key and essential personnel as determined by the garrison commander, shall rely on private communities for housing support. For assignment to military FH, DOD civilian employees will be integrated into grade categories per table 3–1.
 - (1) In CONUS, Alaska, and Hawaii garrison commanders may grant exceptions to civilian employee reliance on private sector housing for valid reason, such as isolated duty location. Where military FH is provided, rent will be charged per chapter 15.
 - (2) In foreign countries and U.S. possessions and territories, DOD U.S. citizens civilian employees (both APF and NAF) recruited in the United States may be authorized to occupy excess military FH without charge, if adequate

housing in the private community is not available. These personnel will forfeit their housing allowances or living quarters allowances (LQAs). Forfeited allowances, in an amount equal to the actual costs of housing services rendered (to include utilities), will be transferred to AFH as a reimbursement (see para 2-16b(1)). However, as housing for key and essential civilian employees is funded by APF direct appropriations, housing allowances forfeited by them is statutorily prohibited from transfer to AFH as a reimbursement.

(3) The housing of DOD civilian employees who are not key and essential personnel will not be used as justification to retain excess military FH. However, where divestiture of excess military FH is not feasible, the following action may be taken:

(a) In the United States, garrison commanders may lease excess FH in remote areas to DOD civilian employees. Such housing will be provided on a rental basis in accord with chapter 15.

(b) In foreign areas, where not prohibited by a Status of Forces Agreement (SOFA), DOD U.S. citizens civilian employees (both APF and NAF) and DOD-sponsored U.S. citizens civilian contractor personnel may be assigned to excess military FH on a voluntary basis or as a condition of employment. Before offering housing as a condition of employment, coordination must be made with the local housing authority. Contractor personnel may be assigned to excess military FH if their contract specifically includes housing or the IMA region approves the exception. These personnel shall voluntarily authorize the use of their LQA to reimburse AFH for the actual costs of housing services rendered (including utilities costs). The actual costs of military FH must be less than LQA. The host IMA region will administer and execute MIPRs under funded reimbursable procedures. The assignment of civilians must not prevent the future assignment of soldier families to military FH.

(4) In overseas areas NAF employees who are authorized housing or a housing allowance shall have equal priority with APF civilian employees for assignment to FH. Occupancy by NAF employees shall be on a reimbursable basis in accord with DOD 7000.14-R, volume 2B, paragraph 060106.C.1. For reimbursement use available APFs or NAFs in consonance with the funding of the NAF employee's position. Outstanding accounts with FH for NAF employees shall be paid promptly.

k. Where DOD-sponsored civilian personnel (for example, U.S. or third country national bank employees and key contractor personnel) serving DOD military installations at overseas locations cannot obtain suitable housing in the vicinity of the installation, they may occupy DOD FH on a rental basis as determined per chapter 15, where not prohibited by a SOFA. Priority for assignment will be determined by the garrison commander.

l. When American Red Cross personnel are provided Government housing in the United States, the Red Cross personnel or the American National Red Cross shall pay the rental rate established in accord with chapter 15. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. Where DOD civilian employees are furnished Government housing without charge, Red Cross personnel also shall be furnished housing without charge.

m. In overseas locations, housing may be provided on a reimbursable basis to the United Service Organizations, Inc. (USO, Inc.) executive and professional staff where it is within the capability of the overseas military command and not prohibited by a SOFA. The rates charged will be equal to the housing allowances or rate charged to equivalent grade civil service employees.

n. Unmarried chaplains and unaccompanied married chaplains will compete equally for AFH with sponsors within the appropriate grade category. They will not be required to share FH. In all circumstances, assignments to FH will result in forfeiture of housing allowances. Diversion of the FH DU is required per paragraph 5-5b.

o. Garrison commanders will allow spouses to sign for housing and furnishings in the absence of the sponsor. A power of attorney or notarized statement is not required.

p. Chief warrant officers in grades CW5 and CW4 will be assigned field grade officer housing unless they voluntarily accept company grade housing. Such acceptance will remain in effect until departure from the installation.

q. Under unusual circumstances housing may be assigned to personnel in one pay grade category above or below that for which housing is designated. When assigning housing under these circumstances, the housing manager will ensure that assignments reflect an equitable distribution of assets among pay grades.

r. Soldiers married to soldiers whose sponsors accompany them are authorized assignment to FH on the same basis as other married personnel. Where one soldier is an officer and the other is enlisted, the garrison commander, based on local circumstances, may elect a housing assignment that will—

- (1) Best maintain good order and discipline within the community, and
- (2) Be in the best interest of the Service.

s. When soldiers married to soldiers whose spouses do not accompany them but who arrive within 120 days of each other, the first soldier to arrive at the new duty station may apply for and be assigned FH provided that the second arriving soldier does not accept FH elsewhere (see para *d*, above). A copy of orders for both soldiers is required.

3-7. Assignment priorities

Assignment priorities are set forth in table 3-3.

Table 3–3
Priority of assignment for family housing

Priority	Personnel category (see notes 1, 2, and 3)
1	Key and essential military and civilian personnel.
2	Personnel in pay grades for whom the housing has been designated in equal priorities— Military personnel and authorized civilian employees assigned or attached for duty at the installation. Army personnel not assigned or attached to an installation but assigned for duty within 1 hour commuting distance of the installation. Independent duty personnel of any Service working within 1 hour commuting distance of the installation (see note 4). Military personnel of other Uniformed Services assigned for duty within 1 hour commuting distance of the installation for whom support agreements for housing have been established. Personnel Exchange Program and integrated personnel assigned or attached to the installation. AGR personnel serving on AD pursuant to 10 USC and who are assigned or attached for duty at the installation or within 1 hour commuting distance of the installation. National Guard personnel serving on AD pursuant to 32 USC who are assigned to tenant units on the installation (support agreements should be in place). The garrison commander may establish a maximum tenancy of 4 years for these personnel. Other personnel for whom support agreements executed at the SA level exist which direct specific assignments.
3	Army personnel not assigned to an installation but assigned outside the 1–hour commuting distance boundary who request housing support. A housing support agreement is required.
4	Military personnel of all Uniformed Services, including 32 USC AGR for whom support agreements have not been established and who are assigned or attached for duty within 1 hour commuting distance of the installation. A maximum tenancy of 4 years may be established for AGR personnel.
5	Other personnel for whom support agreements for housing have been established— Foreign military students, foreign liaison personnel, other allied military personnel, and special projects personnel assigned or attached to the installation (unless a higher priority has been designated in an MOU or MOA). Nonmilitary uniformed personnel of the Public Health Service and the National Oceanic and Atmospheric Administration assigned or attached to the installation. Other personnel for whom support agreements executed at the SA level exist which allow the garrison commander to make directed assignments.
6	In CONUS, unaccompanied families of military personnel.

Notes:

¹ The garrison commander may deviate on a case–by–case basis to alleviate undue hardships.

² Listings within personnel categories are not intended as an order of assignment priority but as an explanation or clarification of types of personnel in a given priority.

³ Housing may be assigned to personnel one pay grade category above or below that for which the housing is designated.

⁴ If there is more than 1 installation (with FH) within commuting distance of the independent duty site, the nearest one (by travel time in normal commuting hours) will be the FH provider unless another installation consents to a transfer of the responsibility.

3–8. Waiting lists

a. A waiting list shall be established for each designation of FH by bedroom composition. Separate waiting lists may be established when the housing units are designated for special uses, such as students. The sponsor’s grade and bedroom requirement will determine the waiting list on which the name is placed. The relative position on a waiting list will be determined by the eligibility date criteria set forth in paragraph 3–9. All other criteria being equal, the position on the waiting list will be determined by rank and date of rank with the senior member having the higher priority.

b. An applicant may elect, in writing, to be placed on a waiting list for housing with less bedrooms than that authorized. If housing is assigned under this procedure, residents will be considered adequately housed for the remainder of the tour unless the number of the sponsor’s family members increases.

c. An applicant may elect, in writing, to be placed on a waiting list for housing with one bedroom more than that for which qualified. This may be done when—

- (1) Sponsor or spouse is pregnant (as confirmed by medical authority) upon arrival at the installation.
- (2) Adoption of a child has been approved by a court of competent jurisdiction.

d. Applicants may not be on more than one adequate housing waiting list at one time. Applicants may apply for adequate and substandard housing at the same time.

e. Pregnant military personnel, otherwise without family members, may be placed on the waiting list when pregnancy is confirmed by medical authority.

f. Promotable applicants may elect, upon arrival at the installation, to be placed on the waiting list for housing designated for their promotable grade. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list at the discretion of the garrison commander.

g. If an applicant requests and is allowed to change from one waiting list to another, the date of eligibility will be the date of change to the new waiting list.

h. Sponsors will not be placed on a waiting list at the gaining installation prior to the soldier signing out at the losing installation. Soldiers must sign in at the new duty station before assignment is made. DA Form 31 (Request and Authority for Leave) and DA Form 137-2 (Installation Clearance Record) will indicate date departed last permanent duty station.

i. When a soldier is ordered on PCS with TDY en route, the spouse is authorized to apply for housing at the new duty station prior to the arrival of the sponsor. The effective date of the spouse's signing for housing shall not be earlier than the PCS location reporting date of the sponsor.

j. When there are wide differences in style, age, or location of FH, waiting lists may be established for each type of housing. Applicants may apply for the type of housing desired and will be assigned accordingly except in foreign areas when such assignment would result in housing remaining vacant or in extended temporary lodging payments.

k. If the soldier is unable to accept housing for reasons beyond the soldier's control (for example, hospitalization, emergency leave, restrictive lease clause, unavoidable delay of family's arrival), the soldier will retain relative position on the waiting list.

l. If a specific offer of adequate housing is declined, the soldier's name may either be removed from, or placed at the bottom of, the waiting list. Subject to the provision of *k*, above, the policy on housing assignment declination will be published and prominently displayed. Additionally, soldiers declining a specific offer of housing will sign a simple statement acknowledging the declination.

m. The relative position of the top 10 percent of personnel on each housing assignment waiting list will be stabilized (freeze zone). However, personnel in key and essential positions will be placed at the top of the freeze portion of the waiting list or immediately below other key and essential personnel.

n. Sponsors who have been given a firm (oral or written) commitment for housing will not be displaced by arriving families added to the waiting list.

o. The freeze zone may be extended beyond the top 10 percent to include the names of personnel who are scheduled to be assigned to housing within 60 days or deferred as authorized in *k*, above.

p. Garrison commanders may approve exceptions to waiting list policies under special circumstances such as extreme hardship, compassionate, or medical reasons.

q. Waiting lists to include name and eligibility date will be kept current and prominently displayed in a public area at the housing office.

3-9. Eligibility date

Eligibility date for placement on a waiting list or assignment to housing will be as indicated below provided application is made no later than 30 days after reporting to the new duty station.

a. Permanent change of station personnel (with or without TDY en route) arriving in—

(1) *Continental United States*. Date departed last permanent duty station. For personnel arriving from one-station unit training (OSUT), advanced individual training (AIT), basic training, Officer Candidate School (OCS), and similar training, use date departed the school and/or training to determine eligibility date for placement on a FH waiting list.

(2) *Outside continental United States (including Hawaii and Alaska)*.

(a) Date departed last permanent duty station from another MACOM.

(b) Military personnel who are directed to transfer within or between OCONUS MACOMs prior to completion of their original OCONUS accompanied tour (their date expected to return from overseas (DEROS) does not change) will receive the date departed last permanent duty station for original accompanied overseas tours. Military personnel who complete an original OCONUS accompanied tour and begin another OCONUS accompanied tour (their DEROS changes) will receive the date departed last permanent OCONUS duty station.

b. New accessions to the Army (for example, enlistment, induction, lateral entry, direct appointment of critical specialty, and so forth). Date of enlistment or entry on active military service if with family members or date of acquiring family members, whichever is later.

c. Personnel from a family-member-restricted overseas location.

(1) Upon completion of a family-member-restricted tour, including involuntary extension beyond initial tour, date departed previous duty station for the family-member-restricted tour or a maximum 14-month credit. Soldiers who obtain family members during the tour and were separated from those family members will receive credit only for time separated. Voluntary extensions beyond the initial tour negate all credit.

(2) A sponsor's eligibility for placement on a waiting list at the next installation of assignment is not affected by a stop movement action. Soldiers involuntarily extended due to stop movement will retain their waiting list status for up to 14-month credit.

d. Personnel whose last permanent assignment was to a medical holding detachment. Date departed last station where travel of family members and shipment of household goods was authorized.

e. All other personnel (including all civilians). Date of application.

3-10. Application, assignment, and termination documents

a. Application for Government FH and off-post civilian housing will be on DD Form 1746 (Application for Assignment to Housing). Information on DD Form 1746 will be supported by PCS orders or data will be verified by the Military Personnel Division. Copies of supporting documents will be retained in the soldier's housing assignment file. Housing Operations Management System (HOMES) generated applications may be used in place of the DD Form 1746.

b. Applicants will be informed of the availability of FH through issuance of DD Form 1747 (Status of Housing Availability). A HOMES-generated document may be used in place of the DD Form 1747.

c. All housing will be assigned and terminated by letter, memorandum, or locally developed form. Housing staffs, in conjunction with other agencies, should help ensure that the soldier's BAH entitlement starts and stops in accord with guidance provided in DOD 7000.14-R, volume 7A, tables 26-6 and 26-8. Assignment and termination documents will be numbered consecutively by FY and will contain the following information:

(1) *Effective date of assignment.* This will be the day housing is assigned.

(2) *Effective date of termination.*

(a) For the purpose of starting housing allowance, this will be the date housing is vacated, cleared by the housing manager, or date the soldier departs the installation on PCS, whichever is earlier, unless housing continues to be occupied by family members (see para 7-20).

(b) For the purpose of computing occupancy of AFH, the termination date will be the date the housing manager clears the housing from the occupant or from the contracted cleaning team, whichever is later, but not more than 3 working days beyond the end of the contracted cleaning period.

(3) *Sponsor's identification.* This will be the sponsor's rank, last name, first name, middle initial, social security number (SSN), and military organization. If military spouse is assigned to or terminates the same housing, enter the spouse's rank, name, SSN, and military organization.

(4) *Housing address.* This will be the designated housing address.

(5) *Statement of Government and/or individual expense.* This will be from the garrison transportation officer that the cost of the move is either at Government or individual expense. Moving expense guidelines will be in accord with JFTR (see para 1-18k for policy on DLA).

(6) *Statement of who will occupy.* This will say that the housing is to be occupied by the sponsor and family members.

(7) *Statement on substandard housing.* This will say that the housing is substandard (when applicable) and the amount of BAH to be forfeited.

d. Distribution of assignment and termination documents will be as directed by the garrison commander, but will include as a minimum the following:

(1) *Military personnel.*

(a) Original copy to individual.

(b) One copy to the operating location and/or Finance and Accounting Office (OPLOC/FAO) within 3 working days following assignment or termination.

(2) *Department of Defense civilians.* DOD civilian employees.

(a) Original copy to individual.

(b) One copy to the servicing civilian personnel office within 3 working days following assignment or termination.

(3) *Absent sponsors.* Families of absent sponsors assigned to excess housing.

(a) Original assignment or termination document to soldier's spouse or authorized family member.

(b) One copy to the servicing OPLOC/FAO within 3 working days of assignment or termination. Document will contain a statement to the effect that housing is or was for occupancy by the family of the absent sponsor.

(c) One copy to sponsor's unit commander. When the sponsor's new organization is not known, send to the Defense Finance and Accounting Service (DFAS-PMT-CA/IN)-Indianapolis Center, Indianapolis, IN 46249-0840.

3-11. Key and essential personnel

a. Key and essential military and DOD and DOD-sponsored civilian employees are incumbents of designated key and essential positions as established by the garrison commander in coordination with the installation commander or senior mission commander. The duties of key and essential positions require the incumbents' immediate availability on the installation due to military necessity. Therefore, they must reside in Government housing.

b. The designation of key and essential positions will be kept to an absolute minimum to ensure maximum housing equity for all soldiers.

3–12. Substandard housing assignment

Personnel will not be mandatorily assigned substandard housing except for reasons of military necessity. Separate waiting lists will be maintained and assignment procedures will be as stated for adequate housing. Assignment to and/or application for substandard housing does not preclude soldiers from applying for adequate housing (chap 4, sec III).

3–13. Mandatory assignment (foreign areas only)

The garrison commander may mandatorily assign adequate housing if necessary to maintain maximum occupancy. The following conditions apply:

- a. Personnel will not be mandatorily assigned until all volunteer families, regardless of rank, are assigned.
- b. Personnel will be mandatorily assigned only to housing adequate for their grade and bedroom requirement except in cases of military necessity.
- c. Garrison commanders will consider assignment of all personnel listed in table 3–3 before implementing mandatory assignment procedures.
- d. Soldiers will be informed of housing availability and the possibility of mandatory assignments before or upon application for FH. A DD Form 1747 may be used for this purpose. Soldiers who have been notified in writing that housing would not be mandatorily assigned will not be required to move on post, regardless of subsequent changes in housing availability.
- e. Mandatory assignment will not be made if—
 - (1) Soldier has less than one year's duty time remaining at the installation.
 - (2) Such assignment would cause extreme hardship.
- f. Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.
- g. If a soldier refuses to occupy Government housing, he or she will be advised in writing that housing allowances will be forfeited as long as housing adequate for their grade and bedroom requirement is available.

3–14. Home purchase statement

A DD Form 1747 may be used as a statement that the member will not be required to occupy Government housing. The statement will assist members to obtain Federal Housing Administration, Department of Veterans Affairs, or other loans.

3–15. Mobile homes and mobile home spaces

- a. Mobile home spaces in Government-owned parks are primarily for use by members accompanied by families. Mobile homes may be owned, leased, or otherwise acquired by the member. Potential occupants need not have possession of a mobile home at time of placement on the waiting list. If a soldier sells a mobile home to another soldier, the garrison commander will determine if the mobile home must be moved from the space.
- b. Contractor-owned and -operated mobile homes are not Government housing for assignment purposes. However, the housing office will maintain waiting lists, and provide prospective tenants to the contractor. Occupancy of these units does not preclude application by soldier for Government housing.

3–16. Other family housing programs

- a. Title 10 USC 2835 or domestic build-to-lease housing and both domestic and foreign Government-leased units are Government-controlled FH for assignment purposes.
- b. Title 10 USC 2836 or rental guarantee housing is not considered Government-controlled housing for assignment purposes. A separate waiting list will be maintained and prospective tenants will be referred for occupancy. When 97 percent utilization by families cannot be maintained, unaccompanied or eligible DOD personnel will be referred.
- c. Privately owned Wherry housing is not Government-controlled housing for assignment purposes. However, the garrison commander may certify prospective tenants to the owner.
- d. Title 10 USC 2871 *et seq* (that is, privatized) housing is available at selected locations under the Army's RCI program (see chap 14, sec IV). The RCI housing is not considered Government-controlled housing for assignment purposes. The RCI partner, not the Army, makes the assignments.

Section III

Occupancy of Family Housing

3–17. Occupancy by nonfamily members

Persons other than family members, as defined in glossary, may be permitted to reside in FH. The following apply in such cases:

- a. Sponsor will request approval in writing through the housing office to the garrison commander to allow nonfamily members to reside in housing. Nonfamily members who are known registrants on a central registry for child

molestation and intend occupancy of, or overnight visitation to, a FH DU will sign in at the Provost Marshal's Office. Failure to do so could result in the host sponsor being evicted from housing.

b. Approval does not imply an extension of other benefits or privileges to which nonfamily members are not otherwise entitled.

c. When the garrison commander is the sponsor, his or her immediate superior must approve the request.

d. Approved occupancy should be equitable for all soldiers and not adversely impact on health, safety, morale, or welfare of the installation.

e. Additional bedroom requirements are not authorized to accommodate nonfamily members.

f. If a nonfamily member is also a member of a military Service or family member of a military sponsor, his or her residence will be considered joint occupancy for assignment to FH in determining housing allowances.

g. Storage of the sponsor's household goods at Government expense to accommodate the nonfamily member's household goods is not authorized nor is storage or shipment of nonfamily member's household goods.

h. Residence in housing overseas by nonfamily members must be consistent with applicable host nation laws, SOFAs, and other international agreements. Residence in government housing by nonfamily members under this policy does not make those individuals a "dependent of a member of the force" under current SOFAs. Such persons are not entitled to the rights and privileges afforded by these agreements.

i. The garrison commander may revoke authorization for nonfamily members to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale, or welfare on the installation.

j. Questions regarding occupancy of housing by nonfamily members may be referred to the supporting Office of the Staff Judge Advocate (OSJA) or legal counsel for assistance.

3-18. Civilian employees occupancy limitation

Key and essential civilian employees (CONUS and OCONUS) will continue assignment to FH without time limitation. For other than key and essential civilian employees OCONUS, FH assignments may be terminated after 5 years at the same geographical location. Civilian employees will be given written notification of this condition of occupancy at time of housing assignment.

Section IV

Termination of Family Housing

3-19. Termination of housing

a. Unless otherwise authorized, FH will be terminated by the soldier under the following conditions:

(1) When the installation ceases to be the permanent station of the sponsor.

(2) When the sponsor or family members no longer reside in the housing, except in those cases of intractable marital discord, under the provisions of paragraph 3-20*b*(9), or of joint custody where family members reside with the sponsor for more than 6 months per year, under the provisions of paragraph 3-20*b*(10).

(3) Upon request of the sponsor, when occupying Government-owned substandard housing.

(4) Upon sponsor's retirement or separation from the Service.

(5) Upon request of the sponsor for personal convenience when termination does not result in vacant housing (foreign areas only).

b. Government housing may be terminated at the discretion of the garrison commander under the following conditions:

(1) For medical, hardship, or compassionate reasons.

(2) For misconduct of the sponsor, family members, or guests.

(3) When residents are involved in misuse or illegal use of housing contrary to safety, health, or morale.

(4) Upon request of the sponsor when approved retirement date has been established.

(5) For repeated waste of energy resources (to include utilities).

(6) When, under the provisions of paragraph 3-20*b*(9), a determination is made that, due to the inability of a sponsor and his or her spouse to resolve intractable and acerbic marital difficulties, neither party of the marriage shall remain in housing.

c. In cases of involuntary termination, written notification should be provided to the resident at least 30 days prior to the termination date unless otherwise directed by the garrison commander.

3-20. Exceptions to immediate termination

a. Exceptions to immediate termination are authorized when—

(1) Soldier is transferred to a hospital as a patient on PCS orders.

(2) Soldier is transferred with TDY en route to a new station where orders do not authorize movement of household goods to the TDY station. Under this condition, soldier may retain Government housing for occupancy of family

members for up to 30 days after completion of TDY. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(3) Soldier is ordered on PCS to school for a period of one year or less and will return to the same installation upon completion of school. If, upon completion of the school, the soldier is assigned to another installation, the soldier must terminate housing within 30 days after completing the school. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

b. People are critically important to the Army. In recognition of this fact, the Army has a fundamental policy of strongly supporting the basic needs of its soldiers and their families. Certainly, housing is a basic need. This is so at all times but especially during periods of familial hardship. Any unilateral termination of FH by the Army must take this basic policy into consideration. Accordingly, the following situations require particular attention by the garrison commander to ensure that families are not inadvertently punished in times of great difficulty and intense distress:

(1) When the member is reassigned from CONUS to OCONUS where family members are authorized and deferred family travel is approved, the garrison commander will allow families to remain in housing up to 140 days after the sponsor's departure. The PCS orders must be kept up to date by the absent soldier during the 140 days (20 weeks).

(2) When a sponsor departs an installation incident to PCS, garrison commanders may permit family members of sponsors to remain in housing up to 90 days to preclude undue hardship. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(3) When an active duty soldier is assigned to a family-member-restricted area, family members may retain housing until the sponsor completes the normal family-member-restricted tour. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(4) When a soldier is a prisoner of war or is missing in action or other persons are in a missing status as defined in AR 600-8-1, chapter 8, and 37 USC 551, family members may continue to occupy their housing until status changes.

(5) When a soldier dies in the line of duty, family members will be permitted to remain in assigned adequate housing without charge for a period of 180 days after sponsor's death (37 USC 403(1)(1)). Family members of deceased military sponsors who are occupying rented housing on the date of the sponsor's death will be permitted to continue to receive BAH up to 180 days after the sponsor's death (37 USC 403(1)(2)). If housing is terminated prior to 180 days subsequent to death of sponsor, a copy of termination order will be forwarded to Defense Finance and Accounting Service (DFAS-PMT-CBC/IN)—Indianapolis Center, Indianapolis, IN 46249-0840. If family members are permitted to occupy the housing beyond 180 days, an amount equal to soldier's housing allowances or appraised rental value (whichever is less) will be charged without exception. (IMA region director may not grant exception.) Written notifications and agreements between the resident and the garrison commander will ensure full understanding of the terms and conditions of continued occupancy.

(6) When a hardship arises, former Uniformed Services members and their family members, former Federal employees (or other residents) and family members, or family members of deceased Federal employees (or other residents), may be permitted to remain in assigned housing for a period not to exceed 60 days and will be charged an amount equivalent to the former member's full BAH (see OMB Cir A-45, para 7e(3)). Written notifications and agreements between the resident and the garrison commander will ensure full understanding of the terms and conditions of continued occupancy. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(7) When a soldier must serve an unaccompanied overseas tour because an exceptional family member's authorized medical support cannot be obtained in the overseas area, CONUS garrison commanders may permit family members of active duty soldiers to retain occupied Government-owned or -controlled housing until the soldier completes the normal unaccompanied tour. The following conditions must be met:

(a) Government housing was assigned prior to the sponsor's departure.

(b) Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders. Request must contain—

1. A current EFMP endorsement.

2. Certification from the overseas duty station medical authority that exceptional family member's authorized medical support cannot be obtained in the area of the overseas duty station.

(c) Soldiers who retain housing and are subsequently assigned to another CONUS installation upon completion of the overseas tour must terminate housing within 30 days after returning to CONUS. Garrison commanders may grant up to 60 additional days' occupancy when Government housing will be available at the new duty station within 90 days of return.

(d) Housing may be terminated by the garrison commander if a sponsor extends the original unaccompanied overseas tour, or for other reasons. Written notification of termination should be provided to the resident at least 30 days prior to the termination date.

(8) When a sponsor is incarcerated by military or civilian authorities, garrison commanders will allow families to remain in housing as long as the sponsor remains on active duty unless the maintenance of good order and discipline within the community demands otherwise. In cases where the sponsor is discharged from the service (resulting in the loss of BAH entitlements), family members may submit a request for an exception to policy for waiver of payment/

retention of housing. Submit request, in accord with paragraphs 1–22*e* and 3–20(*b*)(2), through command channels to HQDA, DCS, G–1, ATTN: DAPE–HR–PR, 300 Army Pentagon, Washington, DC 20310–0300.

(9) When a marriage is in difficulty due to marital discord, disharmony, and/or break–up, there is the possibility that, given time, the family can mend itself. If reunification is not possible, the military spouse remains a spouse until the marriage is legally dissolved. Where a soldier is married to a soldier, the senior soldier is considered the sponsor. In cases where a sponsor and spouse are unwilling, or otherwise unable, to cohabitate due to marital discord, the garrison commander, in consultation with the sponsor and his or her spouse and with the Staff Judge Advocate (SJA), will make a determination as to who, if either party of the marriage, will remain in housing. Such determination should be made in consideration of the involvement of other “dependent” family members of the marriage. This determination will remain in effect until resolution of the marital situation (that is, reunification, legal separation, or divorce) or until the sponsor’s PCS to a location beyond a 1–hour commuting distance or separation from the Service.

(10) When the marriage of a soldier married to a soldier culminates in legal separation or divorce and each soldier is given legal responsibility for one or more “dependent” family members, the provisions of DOD 7000.14–R, volume 7A, chapter 26, regarding BAH and the occupancy and/or termination of housing apply.

3–21. Retention of housing for sponsors on family–member–restricted tours

a. Soldiers who occupy FH or Government–owned mobile home pads and are assigned to family–member–restricted tours may voluntarily retain such facilities at their last permanent CONUS, Hawaii, or Alaska duty station. When family members will continue to occupy the housing, the conditions below must be met.

(1) The tour is to an area where family member travel is restricted. (Election of an “all other tours” when assigned to an “accompanied tour” area waives retention option.)

(2) Government housing was assigned prior to sponsor’s departure to the family–member–restricted area.

(3) Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders.

(4) The FH or mobile home pad must be occupied by the soldier’s family members during the soldier’s absence. If no adult family member will remain with the soldier’s minor children, the individual designated in the soldier’s family care plan approved under AR 600–20 may be designated in writing to assume responsibility for the care and conduct of the soldier’s minor children. Any nonfamily members so designated must be approved under paragraph 3–17 of this regulation.

b. The involuntary extension of a sponsor on a family–member–restricted tour is a stop movement action. Garrison commanders should allow continued occupancy of CONUS FH for family members of a sponsor whose family–member–restricted tour has been extended as a result of stop movement. Garrison commanders who determine that continued occupancy by a given family not be allowed will coordinate denial action through the chain of command to HQDA, DCS, G–1, ATTN: DAPE–HR–PR, 300 Army Pentagon, Washington, DC 20310–0300.

c. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

d. When both husband and wife are members of a military Service, retention of Government housing is authorized for the spouse with or without family members during a family–member–restricted tour.

e. Soldiers who retain housing during a family–member–restricted tour and are subsequently assigned to another CONUS, Hawaii, or Alaska installation upon completion of the tour, must terminate housing within 30 days after returning to the United States. Garrison commanders may grant up to 60 additional days occupancy when Government housing will be available at the new duty station within 90 days of return.

f. Housing may be terminated by the garrison commander if a sponsor extends the family–member–restricted tour.

g. Personnel listed below will not be authorized to retain currently assigned Government FH. However, they will be eligible for priority assignment to other FH at the same installation.

(1) Those occupying housing designated for the incumbents of specific duty positions.

(2) Those occupying housing reserved for service school attendees.

(3) Those occupying housing reserved for staff and faculty members at the U.S. Military Academy (USMA) or the U.S. Army War College.

h. Exceptions to installation participation in retention of housing for sponsors serving family–member–restricted tours will be considered on a case–by–case basis. Requests will be forwarded through command channels to HQDA, DCS, G–1, ATTN: DAPE–HR–PR, 300 Army Pentagon, Washington, DC 20310–0300 for consideration.

i. In some cases soldiers may be selected to participate in the Homebase and Advanced (Sequential) Assignment Program governed by AR 614–100 (officer) and AR 614–200 (enlisted). The program contains 2 options—homebase assignment and advanced (sequential) assignment. Housing managers should review and understand the intent of this program.

3–22. Termination of housing occupied by civilians

a. Civilians will terminate housing under the conditions below.

(1) Employment or contract with DOD is terminated.

(2) Housing is no longer excess to the needs of the installation.

(3) Conditions of eligibility cease.

(4) When 5-year limitation of occupancy in overseas area expires except where housing is excess.

(5) Misconduct of sponsor, family members, or approved nonfamily members.

b. Written notification to terminate will be provided a minimum of 30 days prior to termination date. The notification will state the reasons for termination, the date the housing must be vacated, and whether relocation is to be paid by the Government.

c. The OCONUS garrison commanders may permit family members of civilian employees who are transferring within the same country to retain housing up to 90 days to preclude hardship. A written request must be submitted to the garrison commander. Forfeiture of housing allowance or rental payment must continue.

3-23. Eviction and repossession of units

a. In the event a resident refuses to vacate FH, garrison commanders should first attempt all measures that are reasonable under the circumstances to make a peaceful recovery of the housing by nonjudicial means. Such measures may include counseling of the housing residents, assisting the housing residents to secure off-post housing, and referring the housing residents to charitable, religious, or social service organizations for assistance, as appropriate.

b. Garrison commanders should consider the following circumstances in deciding what measures are reasonable under the circumstances:

(1) Whether there is a need for the housing to meet a higher priority requirement.

(2) Whether the resident was aware of the rules and regulations about FH occupancy.

(3) Whether the resident faces special hardship by vacating the premises.

c. If taking such other measures does not result in the peaceful repossession of the housing, garrison commanders should refer the matter to their SJA or command legal counsel to determine whether legal proceedings, use of law enforcement authorities, or other measures are appropriate. In taking steps to initiate legal proceedings, the SJA or command legal counsel will follow the provisions of AR 27-40, chapter 4. (The IMA region director may not grant exceptions.)

Section V

Commercial Endeavors in Government Family Housing

3-24. Policy

Garrison commanders are authorized and encouraged to permit limited commercial activities such as handicrafts, child care, and sale of products by sponsors and/or family members in Government-controlled FH. In foreign areas, FH residents may be subject to local host nation requirements as well as SOFA and customs regulations.

3-25. Establishment and operation

a. Requests for permission to conduct a home enterprise will be made in writing to the garrison commander or his or her designee. Prompt action will be taken on each request and a written response provided. In reviewing requests, garrison commanders will ensure that commercial endeavors are consistent with Federal, State, and local laws. Garrison commanders should obtain assistance from the installation SJA. Additionally, the garrison commander will consider local government licensing requirements, potential government liability, SOFA, host country business practices, and prospective advertising practices. Home enterprises cannot compete with or duplicate Installation Morale, Welfare, and Recreation Fund (IMWRF) or Army and Air Force Exchange Service (AAFES) sales and services. In no instance will activities be authorized or continued when they will interfere with community tranquility or present safety hazards.

b. Structural changes to FH are not authorized except in instances where Family Child Care (FCC) Homes must be upgraded to meet National Fire Protection Association (NFPA) 101 standards for a 1-hour fire barrier between mixed occupancies. In these cases, the cost for upgrading the walls will be borne by AFH or OMA. In all other cases, when practical and feasible, commanders should allow residents to make minor modifications. The costs of such modifications and restorations, if required, will be borne by the sponsor (see para 7-27).

c. Cost of utilities will be reimbursed to the Government at a rate jointly established by a representative of the garrison commander and the sponsor. Charges may be waived when they are minimal and in the opinion of the garrison commander reimbursement is not warranted.

Section VI

Eligibility, Assignment, and Termination of Permanent Party Unaccompanied Personnel Housing

3-26. Categories of permanent party unaccompanied personnel housing

a. *Senior officer quarters (SOQ).* Housing designated for use by officers in the grade of O-6 and above.

b. *Officer quarters (OQ).* Housing designated for use by officers in the grade of O-5 through O-1 and warrant officer.

c. *Senior enlisted quarters (SEQ)*. Housing designated for use by enlisted personnel in grades E-9 through E-7 (through E-6 in the United States).

d. *Enlisted quarters (EQ)*. Housing designated for use by enlisted personnel in the grades of E-6 (E-5 in the United States) and below (excluding trainees).

e. *Trainee barracks*. Housing designated for use by personnel in basic combat training (BCT) and OSUT.

f. *Reserve Component (RC) support housing*. Housing designated for use by RC personnel.

3-27. Priorities of assignment

a. Priorities of assignment will be made per table 3-4 below.

b. Assignment of civilians shall be based on the comparison of military and civilian grades in table 3-1.

Table 3-4
Priorities of assignment for SOQ, OQ, SEQ, and EQ

Priority	Personnel category (see note 1)
I	Key and essential personnel (military and civilian) who must reside on post due to military necessity.
II	Permanent party military personnel assigned or attached for duty at the installation including PCS students who are entitled to BAH at the "without dependent" rate; eligible unaccompanied civilian personnel OCONUS (see para 3-33d); personnel on a "family-member-restricted" tour; unaccompanied personnel serving all others tours (excluding Hawaii and Alaska); and RC soldiers in medical holdover (MHO) status exceeding 30 days.
III	Permanent party unaccompanied military personnel receiving BAH for support of family members due to divorce or separation (court ordered decree or SJA separation agreement), or individuals with legally supported family members, for example, children or parents (see note 2).
IV	Soldiers in CONUS, Hawaii, Alaska, and U.S. territories entitled to BAH at the "with dependent" rate but not accompanied by family members for personal reasons (that is, geographic bachelors) (see note 2).
V	Title 32 Active Guard Reserve (AGR) assigned or attached for duty within commuting distance of the installation; and foreign military personnel (see paras 3-32 and 3-34 and note 2).
VI	Military and civilian personnel not otherwise eligible (see note 2).

Notes:

¹ Title 10 soldiers whose duty assignments are within 1 hour commuting distance of the installation will be treated the same as those soldiers assigned to the installation.

² Personnel in priorities III through VI are assigned on a space-available basis. They are not required to participate in a waiting list for UPH(PP), not required to occupy UPH(PP), and not required to obtain a certificate of nonavailability (CNA). Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, these individuals should be advised in writing they may be required to vacate housing for personnel in priorities I and II upon 30-days notice. Housing managers must determine whether diversion to other use (for example, UPH(TDY) is appropriate if UPH(PP) "space available" situation persists. The maximum period that a Title 32 soldier may reside in Government housing is 4 years.

3-28. Waiting lists for senior officer quarters, officer quarters, and senior enlisted quarters

Waiting lists will be maintained and prominently posted at the billeting office. Personnel will be placed on the waiting list by date of eligibility as shown below if application is made within 30 days of arrival at new duty station. If not, eligibility date is the date of application. The relative position of the top 10 percent of personnel on the waiting list will be stabilized (that is, placed in the freeze zone). However, personnel in key and essential positions will be placed at the top of the freeze portion of the waiting list immediately below other key and essential personnel.

a. *Permanent change of station personnel with or without TDY en route.*

(1) *CONUS*. Date departed last permanent duty station.

(2) *OCONUS*. Including Hawaii and Alaska.

(a) Date departed last permanent duty station from another MACOM.

(b) Military personnel who are directed to transfer within or between OCONUS MACOMs prior to completion of their original OCONUS tour (their DEROS does not change) will receive date departed last permanent duty station for original overseas tour. Military personnel who complete an original OCONUS tour and begin another OCONUS tour (their DEROS changes) will receive date departed last permanent duty station.

b. *New accessions to the Army personnel*. Date of entry on active duty.

c. *Personnel whose last permanent assignment was to a medical holding detachment*. Date departed last duty station from which soldier was assigned to a medical holding detachment.

3-29. Assignment of housing to permanent party personnel

a. Assignment of SOQ, OQ, and SEQ will be made in writing by the Housing Office. It will include the date of assignment and housing identification and be forwarded to the individual's OPLOC/FAO within 3 working days

following assignment. A local form letter or memorandum with consecutive control numbers will be used for assignments and terminations. Written orders are not required for housing assigned in bulk to units and activities.

b. Incoming military personnel in the grade of E-6 and above and officers on a current promotion list may be assigned at their option to the category of housing for the grade to which they will be promoted. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list for their promotable grade at the discretion of the garrison commander.

c. Personnel will not be required to occupy housing that does not meet adequacy standards except for military necessity. Mandatory assignment to inadequate housing solely to limit payment of BAH is not authorized. World War II wooden barracks will not be used as required housing for permanent party personnel.

d. Unaccompanied soldiers married to soldiers on separate tours will be assigned to permanent party housing on the same basis as unmarried personnel.

e. Assignment and use of housing under a unit integrity concept is authorized provided the overall installation occupancy rate for UPH(PP) does not fall below 95 percent as determined by the housing manager. (The IMA region director may not grant exceptions.) Where necessary, the commander will direct assignment of personnel from outside organizations into unit-managed space to—

(1) Obtain maximum utilization of adequate housing assets.

(2) Reduce use of substandard assets.

(3) Eliminate payment of housing allowances to personnel who can be adequately housed in Government housing.

f. Soldiers entitled to BAH at the “with dependent” rate may not be assigned UPH, including AFH temporarily diverted to UPH, in excess of minimum space adequacy standards without affecting the right to BAH except under the following conditions (DOD 7000.14-R, Volume 7A, para 260301.C):

(1) It is the only UPH available and no unmarried soldier or soldier entitled to BAH at the “without dependent” rate is housed in UPH not meeting minimum space and adequacy standards.

(2) The housing is not suitable for joint occupancy.

(3) If suitable for joint occupancy, the housing is jointly occupied.

g. Garrison commanders may maintain adequate barracks carried in the UPH database as “excess space” in active status to provide more space and privacy to personnel listed in table 3-4 as priority I and II.

h. Soldiers in MHO status exceeding 30 days on active Army and USAR installations will be housed in facilities that accommodate their medical conditions and are comparable to permanent party housing on the same installation. At a minimum, such housing will be safe, secure, and climate controlled, with inside bathrooms and privacy between sleeping areas. Appropriate accommodation will be provided for soldiers with functional limitations.

3-30. Assignment of housing to chaplains

a. Unmarried chaplains and unaccompanied married chaplains may compete for FH within the appropriate grade category. They may, at their request, choose a private UPH apartment consisting of a bedroom, bathroom, living room, and kitchen or kitchenette.

b. Chaplains entitled to BAH at the “with dependent” rate are subject to the limitation set forth in paragraph 3-29f. If UPH is not available or is not adequate, they may compete for FH.

3-31. Assignment of housing to unaccompanied law enforcement, criminal investigation, and counterintelligence personnel

a. Enlisted military police and personnel assigned to military police units will be billeted in facilities separate from other soldiers, including those areas of barracks separated by wings or floors. Personnel may be billeted in OQ or SEQ when available.

b. Enlisted Criminal Investigation Division (CID) special agents and laboratory examiners will be billeted with other U.S. Army Criminal Investigation Command (CIDC) personnel in facilities separate from other soldiers, or they may be billeted in OQ or SEQ. Enlisted CIDC administrative personnel will normally be billeted with CIDC personnel or with military police personnel. If suitable facilities are not available, CID special agents, laboratory examiners, and administrative personnel may be given a CNA.

c. Enlisted counterintelligence (CI) soldiers requiring special billets, as certified by their commanders, must be billeted with other CI soldiers in facilities separated from other soldiers. When facilities are not available, they will be housed in OQ or SEQ or given a CNA.

d. The IMA region directors may not grant exceptions to the provisions in *a* through *c* above.

3-32. Assignment of housing to Reserve Component personnel

a. *Initial active duty for training (IADT).* These RC personnel are considered trainees and will be billeted in the same manner as active Army trainees.

b. *Annual training (AT).* When performing AT with a unit (to include individual travel but joining the unit), RC personnel will be assigned Government housing regardless of adequacy. However, commanders should ensure that this does not result in conditions dangerous to health or safety. The RC personnel on AT as individuals (such as Individual

Mobilization Augmentation soldiers) in a per diem status should be housed on the same basis as other personnel of equal grade and duty status. The RC personnel on AT as individuals not in a per diem status will report to their local supervisor for housing assistance (see AR 215-1).

c. Active duty for training (ADT), active duty for special work (ADSW), and active duty (AD). The RC soldiers performing ADT, ADSW, or AD will be housed the same as active Army soldiers. If performing ADT with a unit, these personnel will be housed on the same basis as the unit.

d. Inactive duty training (IDT). Reserve Component soldiers performing IDT at home station may be provided permanent party housing (UPH(PP)) or housing normally set aside for RC use, if available (see table 3-4 for priority). If such housing is not available, these soldiers may be authorized to occupy UPH(TDY) on a space-available basis; or on a confirmed reservation basis if home station is greater than 50 miles from the soldiers' residences. Such occupancy will be at the individual's expense (see AR 215-1).

e. Courses of instruction. Active Army soldiers attending RC courses of instruction will be required to occupy housing according to the policy set by the school commandant and the garrison commander. The Active Army soldier will be provided housing in the same manner as for other students (either Active Army or RC) attending the course.

f. Unit activities. Active Army personnel who directly participate in maneuvers, exercises, war games, Army Training and Evaluation Programs, or in field exercises conducted by RC units during AT or IDT will be provided housing (to include tentage) without charge and without regard to adequacy.

g. Reserve Component support housing. This housing is designated for use by RC personnel. The garrison commander or appropriate representative will assign, terminate, and determine adequacy standards of RC support housing.

h. Active Guard Reserve personnel.

(1) *Title 10 personnel.* Title 10 USC AGR personnel without family members will be assigned UPH per priorities outlined in table 3-4.

(2) *Title 32 personnel.* AGR personnel serving on active duty pursuant to Title 32 USC who are attending service schools will be housed on the same basis as other students. A maximum tenancy of 4 years may be established for Title 32 USC AGR personnel.

3-33. Assignment of housing to civilian employees

a. Civilian employees shall rely primarily on private communities for housing support, except for military necessity.

b. Civilian employees who occupy key and essential positions may occupy housing without time limits.

c. In CONUS, Alaska, and Hawaii DOD civilian employees who occupy UPH(PP) will pay a rental charge determined per chapter 15. When American Red Cross personnel are provided Government housing in the United States, Red Cross personnel or the American National Red Cross will pay the rental charge established per chapter 15.

d. In foreign countries and U.S. possessions and territories where DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States and American Red Cross personnel cannot obtain suitable housing in civilian communities, the overseas commander may authorize them to occupy housing on a rental basis per chapter 15. Department of Defense U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel who live in Government housing will forfeit their housing allowances or LQAs. Forfeited allowances will be transferred to the appropriate account as a reimbursement. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. The overseas commander will limit occupancy by other than key and essential civilian employees to 5 years at a single geographical location to maintain equity and reasonable distribution of assets.

3-34. Assignment of housing to foreign military personnel

a. Foreign military trainees are on Invitational Travel Authorizations. Insofar as possible, foreign military trainees will be housed in permanent party housing (assignment priority V).

b. Personnel Exchange Program and integrated personnel function as fully integrated members of the U.S. Army. They are housed on the same basis as equivalent U.S. personnel.

c. Special projects personnel (foreign military and civilian) participate in a specific project, study, or program which will mutually benefit the United States and parent governments. They will be housed (assignment priority V) unless an MOU or MOA dictates otherwise.

d. Liaison personnel function entirely in behalf of their parent governments and are precluded from functioning as PEP and/or integrated or special projects personnel. They will be housed only when housing is excess to U.S. military requirements unless an exception is approved by the IMA region or an MOU or MOA dictates otherwise. In granting exceptions, commanders will ensure uniform application regardless of country represented.

3-35. Conditions of termination

a. Assignments to UPH(PP) will be terminated in writing under the following conditions:

(1) When the installation ceases to be the permanent station of the soldier.

(2) When the housing is required for higher priority personnel.

(3) On request of a soldier—

- (a) Voluntarily occupying inadequate housing.
- (b) As a single soldier in the grade of E-7 or above who desires to reside off-post, except as described elsewhere in this chapter.
 - (4) When housing that was constructed for use by military personnel, but leased to civilian employees, is required to meet the military housing needs of the installation, except in the case of a situation covered by paragraph 3-20b(9).
 - (5) When family members are located within 1 hour commuting distance of the installation, except in the case of a situation covered by paragraph 3-20b(9).
 - (6) At the discretion of the garrison commander, when a soldier no longer performs the duties of the position that entitled him or her to occupy that particular housing.
 - (7) Under conditions other than (1) through (5), above when approved by the garrison commander.
- b. In cases of involuntary termination of housing, the garrison commander will notify the individual concerned in writing stating the conditions of termination. Thirty days advance notice will normally be given.

3-36. Authority to live off-post

- a. Permanently assigned personnel in the grade of E-7 (E-6 in the United States) and above who are entitled to BAH at the “without dependent” rate may elect to reside off-post. Permanently assigned personnel in the grade of E-7 (E-6 in the United States) and above who are entitled to BAH at the “with dependent” rate and are serving an unaccompanied (all others) tour may elect to reside off-post if adequate Government housing is not available. A CNA will be issued to these individuals. These elections may be denied only if it would adversely affect a training mission, military discipline, or military readiness. (IMA region directors may not grant exceptions.)
 - b. Garrison commanders may authorize single soldiers in the grade of E-6 (E-5 in the United States) and below to reside off-post under the following conditions:
 - (1) When adequate housing is not available and military necessity is not a factor.
 - (2) When the soldier is pregnant.
 - (3) When the soldier has purchased a home near the installation prior to notification of assignment to that installation.
 - c. When a soldier married to another soldier without family members resides off-post and one of the soldiers depart on a separate tour, the other soldier will not be ordered to return to permanent party housing.
 - d. Personnel who are authorized to reside in the civilian community shall receive CHRRS counseling on the EOOPH program before negotiating a rental or lease agreement for community housing.
 - e. The garrison commander (in foreign areas only) may mandatorily assign adequate housing if necessary to maintain optimum occupancy. The following conditions apply:
 - (1) Personnel will not be mandatorily assigned until all volunteer unaccompanied soldiers are assigned.
 - (2) Personnel will be mandatorily assigned only to housing adequate for their grade requirement except in cases of military necessity.
 - (3) Garrison commanders will consider assignment of all personnel listed in table 3-4 before implementing mandatory assignment procedures.
 - (4) Soldiers will be informed of housing availability and the possibility of mandatory assignments before or on application for housing. Soldiers who have been notified in writing that housing would not be mandatorily assigned will not be required to move on-post, regardless of subsequent changes in housing availability.
 - (5) Mandatory assignment will not be made if—
 - (a) Soldier has less than 1 year’s duty time remaining at the installation.
 - (b) Such assignment would cause extreme hardship.
 - (6) Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.
 - (7) If a soldier refuses to occupy Government housing, he or she will be advised in writing that their UPH allowances will be forfeited as long as housing adequate for their grade is available.

3-37. Nonavailability of adequate permanent party housing

- a. If adequate housing is not available, a CNA will be issued. When a soldier in the grade of E-6 (E-5 in the United States) or below is authorized to live off-post and receives BAH at the “without dependent” rate, the soldier will be informed in writing that 1 of the following applies:
 - (1) Housing may be made available to you within 12 months of your arrival. You should make temporary or semipermanent arrangements off-post at your discretion.
 - (2) Housing will not be made available during your tour of duty, and you should make permanent billeting arrangements off-post.
- b. If UPH(PP) becomes available, soldiers in the grade of E-6 (E-5 in the United States) through E-1 residing off-post and receiving housing allowances at the “without dependent” rate will be required to occupy UPH. However, involuntary assignments will not be made if the garrison commander determines that financial hardship will occur.

c. Garrison commanders will assign responsibility to the housing organization for issuance, control, and recordkeeping of CNAs for BAH at the “without dependent” rate. A quarterly review of all current CNAs and available UPH(PP) will be made. The review should consist of an assessment of available adequate UPH(PP) assets and current CNAs within each unit.

Chapter 4 Adequacy Standards

Section I General

4-1. Scope

This chapter sets forth adequacy standards for Government-owned and -controlled housing. These adequacy standards should not be confused with the special procedures used for FH identified to Congress prior to 1973 as substandard (see sec III, below). It also addresses adequacy standards of off-post housing for permanent party personnel

4-2. Types of standards

Two basic types of standards must be considered in the housing arena. These are construction design standards and adequacy standards. Although interrelated, these standards have different purposes and are therefore separate, even though a construction design standard may be the same as an adequacy standard. Construction design standards pertain to the design and construction of facilities. They are operative before acceptance and occupancy of the constructed facility. On the other hand, adequacy standards are concerned with use. They apply after occupancy of the facility.

a. Construction design standards.

(1) For the most part construction design standards are technical in nature. They are intended to ensure the production of safe, sound, functional housing that will last for a reasonable time.

(2) These standards address such factors as siting, layout, size, capacity, material, strength, durability, structural integrity, maintainability, aesthetics, color, style, and safety. By reference they incorporate a host of national codes whose primary purpose is to ensure the survivability of the structure and its components and hence the safety of the users.

(3) Construction design standards come into play before-the-fact. They are the parameters within which new housing is constructed and existing housing is modernized.

(4) Construction design standards are set forth in technical instructions (TI), design guides (DG), and Army standard design packages.

b. Adequacy standards. These standards are yardsticks to measure how well a particular housing facility serves its use. They are applied after-the-fact and tend to be more qualitative in nature. They focus not only on the size, configuration, and safety of the housing facility, but also on the condition, services, and amenities which tend to make the housing compatible with contemporary standards of livability.

c. Confusion of standards. Construction design standards should not be confused with adequacy standards. There is an essential difference between the 2 standards. Construction design standards tend to focus on maximum allowances, while adequacy standards address the minimum acceptable. It should not be assumed that construction design standards and adequacy standards are the same for a particular facility type.

Section II Adequate Housing

4-3. Adequacy standards for Government-controlled family housing

a. The garrison commander will determine the adequacy of FH per the standards below. Appearance and habitability should be reviewed at least annually.

b. Family housing units which equal or exceed the following standards are considered adequate:

(1) *Location.* A housing unit should not be located in close proximity to sources of objectionable noise, odors, and health and safety hazards to residents. Reasonable proximity to runways, industrial areas, troop areas, and ammunition storage areas is characteristic of many installations. Therefore, the influence of this factor should be limited to those cases where unacceptable proximity results in persistent annoyance or hazard.

(2) *Site conditions.*

(a) Drainage. Suitable drainage and soil stabilization should be provided.

(b) Access. Suitable roadways, sidewalks, and steps should be provided as necessary for convenient access to DUs.

(c) Parking. Off-street parking will be provided (up to a maximum of 2 cars per DU).

(3) *Size.* The minimum areas in net and gross square feet (SF) and in net and gross square meters (SMs) for DUs are

listed in table 4–1. (Construction benchmarks are contained in table 10–1.) Only in unusual circumstances will a DU be declared inadequate because of insufficient space. A DU shall not be classified as inadequate on the basis of the current resident’s grade if the DU is adequate for a lower grade.

Table 4–1
Minimum net floor area per family housing DU (see notes 1 and 2)

Number of bedrooms: 1

Space (SF): 550 (net) / 682 (gross)

(SM): 51 (net) / 63 (gross)

Number of bedrooms: 2

Space (SF): 750 (net) / 930 (gross)

(SM): 70 (net) / 86 (gross)

Number of bedrooms: 3

Space (SF): 960 (net) / 1190 (gross)

(SM): 89 (net) / 111 (gross)

Number of bedrooms: 4 or more

Space (SF): 1190 (net) / 1476 (gross)

(SM): 111 (net) / 137 (gross)

Notes:

¹ Space criteria are based on OMB Circular A–45.

² Construction sizing benchmarks are shown in table 10–1.

(4) *Condition of DU.* A DU must have—

- (a) Structural soundness without potential health or safety hazards to residents.
 - (b) Hot and cold potable running water.
 - (c) At least 1 bathroom per floor of DU — one with flushable commode, lavatory, and shower or tub and other with flushable commode and lavatory.
 - (d) A kitchen with sink, refrigerator, and range with oven.
 - (e) Sanitary facilities and sewage disposal.
 - (f) A heating system where the climate requires one.
 - (g) Electrical service.
 - (h) The minimum number of bedrooms to ensure no more than 2 family members share a bedroom (see table 3–2 for additional requirements).
 - (i) Proper M&R performed on it.
 - (j) Hardwired smoke detectors in the appropriate locations (para 7–11).
- c. In no case will an FH DU now designated as adequate be redesignated as substandard nor occupied on an adjusted BAH basis (para 4–6).
- d. One of the following actions must be taken immediately with respect to any Government–owned DU which does not meet the standards in *b*, above.
- (1) When there is a continuing long–term requirement for the DU, bring it back up to standards with an M&R or construction improvement project or replace it with a new construction project as soon as reasonably possible.
 - (2) When there is no continuing long–term requirement for the DU, remove it from the FH inventory by conversion or disposal action as soon as reasonably possible.
- e. Local regulations concerning smoking policy will be in accordance with existing Federal laws, Army regulations, or guidance. Army regulation 600–63 contains specific guidance on smoking.

4–4. Adequacy standards for Government–controlled permanent party UPH

a. The garrison commander will operate and maintain UPH(PP) in accord with this regulation and will ensure that the level of living experienced by UPH(PP) residents meets or exceeds the following standards:

- (1) The housing must provide a decent, safe, sanitary, and habitable accommodation in good repair.
- (2) The minimum space and privacy standards for UPH(PP) in table 4–2 will be used to determine adequacy. These standards will apply worldwide. Housing managers should avoid confusing these standards with construction design standards (see para 4–2c). Barracks construction criteria are contained in table 10–2.
- (3) Men and women occupying UPH(PP) will be similarly housed; however, separate and secure sleeping and bathroom facilities will be provided. Two rooms served by the same bathroom will be assigned to personnel of the same gender.
- (4) Furnishings shall be provided per chapter 9.

b. The UPH(PP) which does not meet adequacy standards will be brought up to standard, replaced, or disposed of as soon as reasonably possible. Permanent party barracks will be revitalized in accord with the Army BMP. Appearance and habitability should be reviewed at least annually.

c. The UPH(PP) approved, designed, and constructed under criteria exceeding these adequacy standards will use their construction design criteria as minimum standards for the facility.

d. Current permanent party barracks sizing benchmarks for construction are contained in table 10–2. Whenever possible this design criteria will be used in the modernization of soldier barracks. In terms of the number of persons per permanent party barracks room, the capacities of barracks constructed prior to the adoption of the current design differ from those in the current design. Permanent party barracks designed and constructed to Volunteer Army (VOLAR) standards, the “2+2” standard, the “2+0” standard, the “1+1” standard, or the “1+1E” standard, have differences which affect the space available per person. Nonetheless, while minimum acceptable space and privacy standards are shown in table 4–2, whenever possible, 1 space will be allocated to a corporal and/or specialist through E–1, and 2 spaces will be allocated to E–5s and E–6s. This allocation of additional spaces for junior NCOs accounts for the difference between total spaces and the number of soldiers that can be housed when describing the barracks inventory, that is, spaces versus faces, and defining requirements.

e. Soldiers in AIT (including soldiers training for an additional skill identifier (ASI)) are authorized 90 net SF (8.3 net SM) of living space per construction design criteria. Existing facilities for AIT and ASI soldiers will be considered adequate and will not be modified simply to meet the space criteria. For those installations, which conduct OSUT and have both OSUT and AIT soldiers in the same facility, 72 net SF (6.7 net SM) is considered adequate and does not authorize programming for construction or modification for these AIT soldiers. Requirement surveys will count spaces based on the current real property records (72 or 90 net SF/6.7 or 8.3 net SM). When there is justification for construction or modification of the facility for reasons other than space, the 90 SF (8.3 SM) will apply for AIT and ASI soldiers.

f. Local regulations concerning smoking policy will be per existing Federal laws, Army regulations, or guidance. Specific guidance on smoking is contained in AR 600–63.

g. Standards for permanent party civilians are based on the comparable military grades in table 3–1.

h. Temporary facilities will not be considered adequate.

i. Classification information for UPH(PP) is set forth in paragraph 5–11.

Table 4–2

Minimum standards of acceptable space and privacy, existing unrevitalized inventory (see notes 1 and 2)

Grade: CW3, CW4, CW5, and O–3 and above

UPH(PP): 400 SF/37.2 SM net living area: living room, bedroom, private bath, access to kitchen or officer dining facility receiving APF support

Grade: WO1, CW2, O–1, and O–2

UPH(PP): 250 SF/23.2 SM net living area: sleeping/living room, private bath

Grade: E–7 through E–9

UPH(PP): 270 SF/25.1 SM net living area: private room, private bath

Grade: E–5 and E–6

UPH(PP): 135 SF/12.6 SM net living area: private room, bath shared with not more than 1 other (see notes 3 and 4)

Grade: E–5 and E–6 (attending additional skill training (AST))

UPH(PP): 135 SF/12.6 SM net living area: private room, bath shared with not more than one other (see note 3)

Grade: E–1 through E–4 (except recruits and trainees)

UPH(PP): 90 SF/8.3 SM net living area: not more than 4 per room, central bath (see note 3)

Grade: E–1 through E–4 (attending AIT/ASI)

UPH(PP): 90 SF/ 8.3 SM net living area: not more than 4 per room, central bath

Grade: E–1 recruits and trainees

UPH(PP): 72 SF/6.7 SM net living area: open bay, central bath

Notes:

¹ The net living area of a private room or suite is measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area in a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, door swing areas, and storage areas designed for military mobility and/or field gear or equipment. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls.

² Standards for permanent party civilians are based on the comparable military grades in table 3–1.

³ Minimum space criteria vary for certain UPH building designs. Paragraph 4–4d addresses these variations.

⁴ Per 37 USC 403 (b) (3) permanent party E–6 personnel entitled to BAH at the "without dependent" rate may elect to not occupy UPH(PP) which does not meet the minimum standard.

4-5. Adequacy of off-post housing for permanent party personnel

a. Assessment of housing. In the case of off-post housing for permanent party personnel, there are 2 distinct assessments.

(1) *Acceptability (or suitability).* This refers to the resident's perception of how well the housing unit meets his or her housing needs.

(2) *Adequacy.* This refers to the housing manager's appraisal of how well the housing unit conforms to criteria established to identify housing units that will meet the need for properly housing soldiers and their families. The number of adequate housing units is entered in the housing analysis and is used to develop housing requirements data for housing master plans (see chap 14).

b. Determination of adequacy.

(1) The determination of the adequacy of rental housing in local communities is a key factor in identifying housing. Units will be considered adequate if they meet the criteria in paragraph *c*, below unless the commander determines that the location involves excess travel time in mission-essential situations.

(2) When a soldier living off-post reports unacceptable housing conditions, that housing is inspected by the housing office using the criteria in this regulation (excluding bedroom count, cost, and distance). If the housing office verifies the soldier's report, that housing is not counted as an asset against housing requirements.

c. Criteria for adequacy.

(1) *Location.*

(a) The 1-way distance from the housing unit to the installation is within 1 hour commute by privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements.

(b) The housing unit is not in an area, subdivision, or housing complex designated by the garrison commander as not acceptable for reasons of health or safety.

(2) *Cost.* For making programming and/or acquisition decisions, the average total monthly cost must not exceed the amounts established by OSD. Total monthly cost includes rent, utilities (except costs reimbursed by the move-in housing allowance (OCONUS) and telephone which is paid by the resident), and other operating costs. Other operating costs include lease required real property insurance, lease required repair fees, a prorated portion of any renter paid real estate agent fee (where customary), and the average monthly cost of any stove or refrigerator provided by the renter in the absence of either landlord-furnished appliances or OCONUS Government-furnished appliances.

(3) *Condition.* The housing unit must—

(a) Be a complete unit with private entrance, bath, and kitchen for sole use of its residents. It must be so arranged that both kitchen and bedrooms can be entered without passing through bedrooms.

(b) Be well maintained and structurally sound. It must meet applicable codes and not pose a health, safety, or fire hazard.

(c) Have hot and cold running potable water. In some foreign areas, construction and/or building standards for community housing do not provide for potable running water. In such cases hot and cold running water will be provided and a continuous supply of potable water will be made available.

(d) Have a shower or bathtub, lavatory, and a flushable toilet in the primary bathroom.

(e) Have a permanently installed, adequately vented, heating system where the climate requires one and have air-conditioning if on-post housing is authorized to be air-conditioned.

(f) Have adequate electrical service for normal electrical equipment and lighting.

(g) Have cabinets in the kitchen, space and connections for a stove and refrigerator, and space for food preparation.

(h) Afford convenient access to parking.

(i) Have convenient access to roadways and sidewalks.

(j) Have smoke detectors installed and properly operating per state and/or local regulations, laws, or codes. (For purposes of housing requirements analysis, lack of a smoke detector will not cause a requirement for construction of additional on-post housing.)

(k) Have connections for a washer and dryer or access to laundry facilities on the premises.

(l) Have adequate sanitary and sewage disposal facilities.

(4) *Size.* Table 4-1 lists minimum areas for DUs. Only in unusual cases, however, will units be declared inadequate solely because of insufficient floor space. This applies especially to mobile homes.

d. Resident-owned housing. All resident-owned housing will be considered adequate.

Section III

Substandard Family Housing

4-6. Affected housing

Substandard FH consists of only those inadequate FH units which were specifically identified to Congress by the Services through OSD in, and prior to, FY 1973. The authority to declare units substandard has expired.

4-7. Disposition of substandard housing

Substandard FH will be scheduled for improvement, renovation, replacement, or disposal.

4-8. Improvement policy

Substandard housing will be improved to adequacy standards when—

- a. There is a long-term or indefinite duration requirement for the DUs.
- b. This requirement is for eligible personnel.
- c. The necessary improvements can be made with a reasonable amount of funds. A reasonable expenditure will not exceed 50 percent of the current construction cost.

4-9. Policy on retention

Continued retention is contingent upon meeting the following conditions:

- a. The housing can be made adequate with a reasonable expenditure of funds and programmed for requisite revitalization.
- b. The housing is safe, decent, and sanitary so as to be acceptable for occupancy pending revitalization.
- c. There is a need which cannot be met by locally available private housing.
 - (1) Need must be determined in accord with current programming criteria. Under no circumstances will units be retained as substandard housing where adequate private housing is available at reasonable costs.
 - (2) The requirement to retain must be for eligible personnel who—
 - (a) Are awaiting scheduled construction of new housing, or
 - (b) Have only a short-term requirement for the housing.
 - d. A rental charge (not to exceed 75 percent of full BAH) will be charged to the residents for such housing. However, when such housing is occupied by other than members of the Uniformed Services and their families, full rent and charges shall be collected from the residents.

(1) Nonroutine repairs and improvements, during the remaining life of the units, will be limited to those repairs or improvements necessary to keep units in a safe, decent, and sanitary condition. Total rental income for that housing project may be less than all routine O&M costs, plus the costs of any nonroutine repairs or improvements, made during any period. As long as units are retained all reasonably necessary M&R to keep units in a safe, decent, and sanitary condition may be accomplished without regard to income.

(2) Substandard units which can be economically improved to adequate standards will be reclassified on completion of the project. Appropriate notations and changes will be made to real property records.

(3) The IMA region director may approve reclassification of FH units erroneously identified as substandard.

4-10. Disposition policy

a. Substandard FH will be scheduled for disposition if it does not meet the criteria for retention in paragraph 4-9. Substandard housing may be disposed of as follows:

(1) *Conversion to other use.* Garrison commanders may request conversion of substandard housing to a use other than FH. Costs of conversion may not be funded from AFH and the converted units will not be returned to FH use without prior approval of ACSIM (DAIM-FDH). If approved, the cost of returning the units to the FH inventory will not be funded by AFH.

(2) *Disposal by sale or demolition.* Disposal is done per AR 405-90. Cost of disposal will be per DFAS-IN Manual 37-100-** when it has been determined that such costs are properly chargeable to AFH. (In this regard, consider inactive substandard units as pending disposal action unless units are reclassified per paragraph 4-9d(2) and (3).)

b. Prior approval of ACSIM (DAIM-FDH) is required for diversion, conversion, or disposal of substandard housing except as permitted in paragraph 4-9d(2) and (3). Requests for diversion, conversion, or disposal will include data outlined in chapter 5, section II.

4-11. Assignment

Assignments to substandard housing will be made on a voluntary basis only, except for reasons of military necessity.

Chapter 5 Occupancy and Disposal

Section I General

5-1. Scope

This chapter provides housing occupancy goals, sets forth policy and procedures for changing functional use of housing facilities, and addresses disposal.

5-2. Goals

The Army's goal is to achieve the best occupancy rates possible through optimum management of its housing inventories. This conserves public funds, focuses limited resources on occupied units, and maximizes availability of housing to eligible personnel.

a. Family housing.

(1) The goal of each installation is to achieve an occupancy rate of 95 percent. The maximum acceptable vacancy is 5 percent for adequate DUs. Vacancy rates above 5 percent require an analysis to determine if DUs are excess to needs. No vacancy rate is set for substandard DUs because occupancy is on a voluntary basis. However, every effort should be made to maximize their occupancy.

(2) Vacancy rates are determined from Business Occupancy Program (BOP) reports.

b. Unaccompanied personnel housing (permanent party).

(1) The goal for each installation is a utilization rate of 95 percent for adequate housing. Although a management allowance is recognized for the unit integrity concept, this allowance will not cause the installation utilization rate to fall below 95 percent.

(2) Eligible soldiers will not be required to occupy temporary World War II or substandard UPH (not upgradeable) facilities except for military necessity.

(3) As necessary, garrison commanders may maintain in active status those adequate barracks carried as "excess" to provide to priority I and II personnel (see table 3-4) that space and privacy which approaches current Army barracks construction criteria. Commanders should make this happen whenever their inventories allow.

5-3. Occupancy

a. Adequate housing will be assigned with the least delay to ensure maximum occupancy. No unit will be kept vacant when ready for occupancy. The garrison commander may make exceptions for key and essential personnel and students.

b. Installations will obtain maximum occupancy by—

- (1) Continuous advance planning.
- (2) Maintenance of waiting lists.
- (3) Prudent scheduling of maintenance.
- (4) Prompt performance of M&R work.
- (5) Prompt assignment of housing.

5-4. Changes in functional use

a. Designation of housing. Government-provided housing is acquired to meet the needs of personnel in various grade groups. Upon initial occupancy, housing is designated for use by personnel in certain grade groups. These designations which reflect functional uses of the housing are "permanent," but may be changed to meet changing requirements.

b. Considerations in making changes. Decisions regarding changes in functional use are based on the following:

(1) *Need for facilities.* Current and projected numbers and types of housing facilities will determine needs.

(2) *Functional use.* The 3- and 5-digit category codes (listed in DA Pam 415-28) describe functional uses of facilities. For example, the 3-digit category code (CATCODE) "711" identifies a facility as an FH DU. The 5-digit code "71115" further identifies an FH DU designated for senior NCOs. The CATCODE "72X" applies to UPH and is expanded to "72111" for enlisted UPH(PP), and "72410" for officer UPH(PP).

(3) *Duration of change.* A change will be either temporary or permanent.

c. Types of changes.

(1) *Temporary.* Temporary changes may be classified as reallocation or diversion.

(a) Reallocation applies only to FH. It occurs when there is a temporary redistribution of an FH asset from one grade category to another. Reallocation changes the last 2 digits in the 5-digit CATCODE.

(b) Diversion occurs when the basic functional use (3-digit CATCODE) of any housing asset is temporarily shifted

to another basic functional use (3-digit CATCODE). For UPH, it also occurs when a UPH asset is diverted to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5-digit CATCODE.

(c) Real property records are annotated to reflect the temporary change. This annotation will include the current use CATCODE and the start and end dates of the temporary change.

(2) *Permanent.* Permanent changes may be classified as redesignation or conversion.

(a) Redesignation applies only to FH. It occurs when there is a permanent redistribution of an FH asset from one grade category to another. Redesignation changes the last 2 digits in the 5-digit CATCODE.

(b) Conversion occurs when the basic functional use (3-digit CATCODE) of any housing asset is permanently changed to another basic functional use (3-digit CATCODE). For UPH, it also occurs when a UPH asset is converted to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5-digit CATCODE.

(c) On conversion a change will be made to the design CATCODE in real property inventory records.

d. *Approval authority.*

(1) *Family housing.* All diversions and conversions will be approved by HQDA, ACSIM, ATTN: DAIM-FD, 600 Army Pentagon, Washington, DC 20310-0600. Diversion and conversion approval authority will not be delegated

(2) *Unaccompanied personnel housing.* Diversions will be approved in accord with paragraph 5-12a(2) and conversions in accord with paragraph 5-13b.

(3) *Army lodging.* Any diversion or conversion to or from Army lodging must be coordinated with U.S. Army Community and Family Support Center (CFSC-BP), Summit Center, 4700 King Street, Alexandria, VA 22302-4402 (see AR 215-1).

e. *Duration of diversion.*

(1) Diversions may be approved for up to 3 years.

(2) All diversions in excess of 3 years or extensions which would carry the total period of diversion beyond 3 years must be approved by HQDA, ACSIM, ATTN: DAIM-FD, 600 Army Pentagon, Washington, DC 20310-0600.

f. *Diversion and conversion limitation.* Any combination of 2 or more DUs into a single DU and any diversion or conversion that results in a DU having more than 5 bedrooms must be approved by HQDA. Submit request to HQDA, ACSIM, ATTN: DAIM-FD, 600 Army Pentagon, Washington, DC 20310-0600.

Section II

Family Housing

5-5. Reallocation and diversion of family housing

a. *Reallocation of family housing.*

(1) Family housing areas and, in some cases, individual DUs are designated by the garrison commander for use by grade categories.

(2) Garrison commanders may reallocate DU from one grade category to another (that is, change the last 2 digits in the 5-digit CATCODE) when—

(a) There is an imbalance in distribution of existing on-post, off-post, or both on- and off-post DUs.

(b) Circumstances do not warrant permanent change in allocation of DUs.

(3) A comparison of FH assets against requirements will be made annually. In assessing the needs for reallocation of FH assets, consider the following:

(a) Housing requirements within each grade category by bedroom count, including current, projected, and program-mable changes.

(b) Recent or projected mission changes.

(c) Approved and programmed construction, both on- and off-post.

(d) Separation of officer and enlisted families.

(e) Disparity of waiting time between grade categories.

b. *Diversion of family housing.*

(1) Facilities constructed as FH DUs or permanently converted to such use will not be diverted to other use (that is, change the 3-digit CATCODE) unless they are excess to FH needs. Family housing units will not be declared “diverted” for routine M&R, for cleanup, or while awaiting assignment.

(2) Authority to divert FH to non-family housing use is held at HQDA.

(3) A DU may be diverted to UPH when needed to house—

(a) Permanently assigned commanders in the grade of 0-6 or above who are entitled to BAH at the “without dependent” rate and are required to reside on the installation. Such commanders will forfeit their housing allowances during the period of occupancy. This applies only when available UPH facilities lack the entertainment area to meet social obligations.

(b) Unmarried chaplains and unaccompanied married chaplains.

(4) Diverted facilities must be monitored to ensure timely return to FH use.

(5) Dwelling units will not be altered or modified in any way that will preclude their restoration to FH use at a later date.

(6) Cost limitations on FH will apply to those DUs that have been diverted to other use but remain in the FH inventory.

(7) A request for approval to divert FH to other use will include the following:

- (a) Total number of units proposed for diversion.
- (b) Building and unit numbers.
- (c) Living space (net square footage per DU).
- (d) Bedroom composition.
- (e) Current and proposed real property CATCODE.
- (f) Date constructed.
- (g) Whether adequate or substandard.
- (h) Current designation by grade category and current occupancy.
- (i) Total FH assets and requirements.
- (j) Number on waiting lists by grade and bedroom requirement.
- (k) Waiting periods by grade and bedroom requirements.
- (l) Statement that the unit is, or is not, located in a thematic district or designated as an historic site or a nominee for either.
 - (m) Health, environment, and safety factors, if applicable.
 - (n) For encumbered housing, the Federal Housing Administration number of mortgage document.
 - (o) Account to be charged for O&M costs.
 - (p) Justification for intended use (including CATCODE).
 - (q) Impact on meeting housing needs.
 - (r) Duration of diversion.
 - (s) An analysis of impact on the installation billeting fund whenever the change in functional use is from FH to Army lodging.

c. Reallocation and diversion documentation.

(1) Documentation will be kept on file during the period of reallocation or diversion. Diversions do not change the total inventory.

(2) Real property inventory records will be annotated to reflect reallocations and diversions.

5–6. Redesignation and conversion of family housing

a. Redesignation of family housing.

(1) Garrison commanders may redesignate adequate DU to alleviate inequity of available housing among grade categories. They will notify HQDA, ACSIM, ATTN: DAIM–FDH, 600 Army Pentagon, Washington, DC 20310–0600 through their IMA region of redesignations which they approve.

(2) Redesignation of GFOQ and installation and/or garrison commander’s quarters (ICQ) requires prior approval of HQDA, ACSIM, ATTN: (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(3) Dwelling units requirements will be analyzed as in paragraph 5–5a(3) prior to proposing redesignation.

(4) Redesignation must be based on long–term requirements and current and long–range construction plans. It should take into account the physical location and amenities of existing and approved future units.

(5) Whether redesignation should be pursued will be considered at least annually and will be evaluated when—

- (a) The installation conducts a housing requirements determination action (see chap 14).
- (b) There is a significant change in installation population (increase, decrease, ratio adjustment among grade categories or bedroom requirements) or available on– or off–post housing assets.
- (c) Waiting periods differ greatly between grade categories with like bedroom requirements.
- (d) There are constant diversions to maintain equity balance.

b. Conversion of family housing.

(1) Army FH funds will not be used to support a DU or other FH real property that has been converted.

(2) Conversion of FH to other use requires approval by HQDA, ACSIM, ATTN: DAIM–FD, 600 Army Pentagon, Washington, DC 20310–0600. Such requests will include the information identified in paragraph 5–5b(7)(a) through (s), as appropriate, and the following:

- (a) Cost of conversion and account to be charged.
- (b) Cost of O&M for the proposed facility.
- (3) Requests which are based on economic factors will include an economic analysis which must demonstrate that retention as FH is not economically feasible.
- (4) Converted DU will not be included in the FH inventory or reported after the initial report of conversion.

c. Redesignation and conversion documentation.

- (1) Redesignation and conversion actions will be properly documented and entered into HOMES or other housing management information system.
- (2) Installation real property inventory records will be changed to reflect redesignations and conversions.

5-7. Inactivation of family housing

a. Family housing units are considered to be in an active status unless DUs which have no anticipated occupancy for a period of 3 months or more are specifically removed from that status. Family housing units will not be declared inactive for routine M&R, cleanup, or while awaiting assignment.

b. The DUs may be inactivated when—

(1) All efforts to fill the units through voluntary assignment, assignment of family members of absentee sponsors, and other management options such as diversion, conversion, or (in foreign areas) mandatory assignment (see para 3-13 for condition under which mandatory assignment may be considered) have been exhausted and there is no foreseeable need for the DU for the next 3 months.

(2) The installation has been announced for closure or mission reduction, and, as a result, housing requirements are diminished, or DUs are vacant pending disposition.

c. Facilities declared inactive will receive only the basic maintenance necessary to protect the Government's capital investment. Provisions will be made to prevent loss from fire, theft, vandalism, or avoidable deterioration and to preclude the development of unsafe, unsanitary, or unsightly conditions.

5-8. Reactivation of family housing

Garrison commanders may reactivate DUs when the conditions for inactivation cease to exist.

5-9. Disposal of family housing

Disposal will be considered when real property is excess to the needs of FH (or there are better alternatives to meeting the requirement) and conversion is not an acceptable or practical alternative. Alternatives to disposal may entail divestiture or sale of the property, demolition, replacement, conversion, or transfer to other than AFH control (for example, privatization). Priority will be given to obsolete and excess housing units that can be disposed of as part of an AFHC funded project or privatization action.

a. A request for approval to dispose of FH will include the information identified in paragraph 5-5b(7)(a) through (q). It will also include the following:

- (1) Proposed method of disposal.
- (2) Cost and type of construction.
- (3) O&M costs, if a factor in the disposal request.

b. Disposal of FH will comply with AR 405-90. All disposal of FH will be documented on DA Form 337 (Request for Approval of Disposal of Building and Improvements). Army regulation 405-90 states the approval authorities.

c. Disposal will not normally be approved where a FH deficit exists and the DU can be economically retained or reconfigured for continued FH use.

d. In all cases, a copy of the approval memorandum and signed DA Form 337 will be provided to HQDA (DAIM-FDH) at least 21 calendar days prior to the award or execution of any disposal action.

Section III

Unaccompanied Personnel Housing

5-10. Unaccompanied personnel housing real property records

A physical inventory of UPH will be conducted periodically, but no less than biennially to validate and update inventory records. This validation and update will consider the results of space management surveys and may result in changes in use to ensure effective utilization of assets. Inventory validations and updates will be coordinated with the real property officer, space and/or facility manager, and master planner.

5-11. Classification of unaccompanied personnel housing (permanent party)

a. All UPH will be classified as "1+1," "1+1E," "2+2," "Modified 2 + 2," other adequate, substandard (upgradeable), or substandard (not upgradeable) (see glossary for definitions of these terms).

b. The garrison commander will classify UPH per the guidelines in paragraph 4-4.

c. Neither cosmetic nor other deficiencies that are correctable with O&M funds will justify a substandard classification.

d. UPH will not be classified as substandard merely because the facility does not meet current construction design standards.

e. The absence of recreational facilities at an installation will not be a basis for declaring Government housing substandard.

f. Unaccompanied personnel housing classifications will be annotated on real property records. These annotations

will be changed whenever a classification is changed. The UPH will be classified in facility CATCODE series 721 or 724.

5-12. Diversion of unaccompanied personnel housing

a. Basic policy.

(1) Diversion of UPH will not result in dislocating personnel to housing of lesser quality.

(2) Authority to divert adequate UPH or substandard UPH (upgradeable) buildings or parts of buildings to other UPH use (that is, change either last 2 or 3 digits of 5-digit CATCODE) is held by the IMA director with copy furnished HQDA, ACSIM (DAIM-FD). The IMA director may further delegate to its region directors. Authority to divert adequate UPH or substandard UPH (upgradeable) for use by activities unrelated to UPH (that is, change 3-digit CATCODE) is held at HQDA level.

b. Diversion.

(1) Approval to divert will be documented and, as a minimum, will contain the following information:

(a) Total number of UPH spaces diverted. For barracks, indicate how many SF and/or SM per person were used in calculating spaces.

(b) Building number and number of spaces in each building.

(c) UPH assets and requirements.

(d) Number of personnel housed in substandard facilities.

(e) Number of personnel relocated as a result of the diversion and types of facilities to which they would be relocated.

(f) Number of personnel in the grade of E-6 (E-5 in the United States) and below residing off-post and drawing BAH at the "without dependent" rate.

(g) Alternatives that have been considered and reason for rejection.

(h) Duration of diversion.

(i) Plans for returning spaces to intended use.

(2) Approval to divert or continue diversion of adequate or substandard UPH (upgradeable) will be granted only when it has been determined that—

(a) Diversions are being made on an austere basis.

(b) Use of existing temporary-type facilities to provide required facilities is not feasible.

(c) Early MCA programming for the type of facilities for which the diversion is required is accomplished at a high priority to ensure retention of the program.

(d) The installation has enough permanent-type UPH to accommodate the soldier strength assigned and diversion will not result in issuance of CNAs.

(3) Existing adequate UPH or substandard UPH (upgradeable) will not be used as distinguished visitor quarters unless they are excess to permanent party requirements. The IMA region director approval is required.

(4) There is no restriction on the diversion of substandard UPH which is not economically upgradeable to acceptable UPH standards.

(5) Diverted UPH spaces will be counted as UPH assets, including when determining requirements; however, they will not be counted as UPH vacancies in calculating utilization rates.

c. Diversion documentation. Approval documentation will be kept on file during the period of diversion.

5-13. Conversion of unaccompanied personnel housing

a. Conversion may change UPH functional use to non-UPH functional use (that is, change 3-digit CATCODE). However, conversion may also change a facility's functional use from one UPH use to another UPH use (that is, change the last 2 or 3 digits of the 5-digit CATCODE). For example, if requirement is to house visiting officers and housing constructed for permanent party officers (CATCODE 72410) is available to satisfy that requirement, conversion action must be initiated to change the category to VOQ (CATCODE 72411).

b. Authority to convert adequate UPH or substandard UPH (upgradeable) buildings or parts of buildings to other UPH use (that is, change either last 2 or 3 digits of 5-digit CATCODE) is held by the IMA director with copy furnished HQDA, ACSIM (DAIM-FM). The IMA director may further delegate to its region directors. The authority to convert adequate UPH or substandard UPH (upgradeable) buildings or parts of buildings to non-UPH use is held at HQDA. Conversion requests will be sent to HQDA, ACSIM, ATTN: DAIM-FD, 600 Army Pentagon, Washington, DC 20310-0600.

c. Conversion of adequate UPH or substandard UPH (upgradeable) buildings, or parts of buildings, is subject to the following conditions:

(1) Installations will seek opportunities to convert excess permanent space to allow the relocation of activities occupying space in temporary facilities.

(2) Permanent space will not be converted where the same category of space in temporary facilities is in use.

(3) Facilities constructed within the last 5 years will not be converted.

- (4) Conversion from a shortage category to an excess category will be prohibited.
- (5) UPH conversion approval will be valid for one year after date of approval. Approval of a UPH conversion for which a change in the functional use of space, as approved, has not taken place within one year will be rescinded automatically on the anniversary date of the approval.
- (6) Real property records will be changed to reflect approved conversions after change in functional use of space has been made; not upon approval.
- (7) Conversion of space from a shortage category to another shortage category will be approved only after giving consideration to how future force structure changes, weapons systems deployments, and contingency planning will affect overall facilities needs.
- d.* Approval to convert adequate UPH or substandard UPH (upgradeable) will be properly documented and, as a minimum, will contain the following information:
 - (1) Number of UPH spaces converted. For barracks, indicate how many SF and/or SM per person were used in calculating spaces.
 - (2) UPH assets and requirements.
 - (3) Number of personnel in the grade of E-6 (E-5 in the United States) and below residing off-post and drawing BAH at the "without dependent" rate.
 - (4) CATCODE, building number, number of spaces in each building, and year of construction of facility being converted.
 - (5) CATCODE of facility to which converted.
 - (6) Duration of diversion, if building is currently in a diverted status.
 - (7) Justification as to why other installations' assets cannot be used to meet the requirement.
 - (8) Affect of the conversion on the installation construction program.
 - (9) Cost comparison of rehabilitation to meet current standards of UPH versus conversion, if facility to be converted is upgradeable and there is a UPH requirement.
 - (10) Estimated cost of new construction to provide required facilities.
 - (11) Installation certification that single soldiers (in the grade of E-6 (E-5 in the United States) and below) are not living off-post and receiving a housing allowance and that all single soldiers (in the grade of E-6 (E-5 in the United States) and below) are housed in adequate facilities, where the proposed conversion is to non-UPH use.

5-14. Inactivation of unaccompanied personnel housing

- a.* The UPH is considered to be in an active status unless specifically removed from that status.
- b.* Garrison commanders may inactivate UPH which has no anticipated occupancy for a period of 3 months or more when—
 - (1) All efforts to fill the UPH through voluntary assignment, other management option such as diversion or conversion, or mandatory assignment have been exhausted and there is no foreseeable need for the UPH for the next 3 months.
 - (2) The installation has been announced for closure or mission reduction, and, as a result, UPH requirements are diminished, or UPH is vacant pending disposition.
 - (3) The UPH is undergoing major M&R or improvements which precludes occupancy for an extended period of time.
- c.* Facilities declared inactive for reasons other than major M&R or improvements will receive only the basic maintenance necessary to protect the Government's capital investment. Provisions will be made to prevent loss from fire, theft, vandalism, or avoidable deterioration and to preclude the development of unsafe, unsanitary, or unsightly conditions.

5-15. Reactivation of unaccompanied personnel housing

Garrison commanders may reactivate UPH when the conditions for inactivation cease to exist.

5-16. Disposal of unaccompanied personnel housing

Disposal of UPH will be done in accord with AR 405-90.

Section IV

Host-Tenant and Logistic Support Agreements

5-17. Host-tenant concept

Policies and procedures on host-tenant support agreements between Army MACOMs, IMA regions, organizations, units, or activities are described in DODI 4000.19. DD Form 1144 (Support Agreement) will be used to complete agreements, when required.

5-18. Host-tenant housing policy

a. Department of Defense military personnel assigned to an installation for duty, and those assigned to units attached to the host for housing support, are eligible for housing assets under control and jurisdiction of the host. All eligible personnel will compete for such housing on the same basis as personnel assigned to the host. They will be assigned to housing under the provisions of this regulation.

b. The policy in a above does not relieve tenant units or activities of their obligation to enter into a host-tenant agreement, when required. Attached and tenant units and activities must advise the host installation of their housing requirements, particularly for families and for key and essential personnel.

c. Any differences involving host-tenant support responsibilities or negotiations will be referred to the parent command for resolution per DODI 4000.19.

5-19. Interservice, interdepartmental, and interagency support agreements (ISAs)

Army commanders may be asked to provide housing support to other departments or agencies of the Federal Government including other military departments.

a. The OSD has established the basic principle that each DOD component provides and arranges for the support of its own forces. In arranging for support, a component may request assistance from another DOD component.

b. Each DOD component must provide the support requested to the extent military requirements permit, provided—
(1) Requested support is available, or can be made available with provision of additional resources (funds, facilities, and/or manpower), and to the overall advantage of DOD.

(2) The host has the capability of supporting the tenant without detrimental impact on its own military missions.

c. Interservice, interdepartmental, or interagency requests for Army housing support are negotiated per DODI 4000.19. Where a host is unable to provide housing support without additional resources, and the requestor's economic analysis shows support by the host to be more advantageous to DOD if additional resources were provided the host, the request will be passed up the host's chain of command to the ACSIM for a decision. If the decision is made to provide the host with additional resources, a budget-base (program) transfer of funds from the tenant's department or agency to the host's department will be made at departmental level

d. Each level of command will attempt to resolve disagreements with other Services, departments, or agencies. Such action will be fully documented, presenting both the Army and other positions and arguments so that the next higher level is totally informed and knows what objections exist. Refer unresolved issues to HQDA, ACSIM, ATTN: DAIM-MD, 600 Army Pentagon, Washington, DC 20310-0600. Provide information copy of referral to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.

5-20. International agreements

a. With regard to any international agreements which address housing support, MACOM commanders and IMA region directors will forward the following (per AR 550-51, para 4) to HQDA, TJAG, ATTN: DAJA-IO, 2200 Army Pentagon, Washington, DC 20310-2200.

(1) All requests for international agreements which require OSD or HQDA approval.

(2) Yearly records of authorizations and denials for international agreements executed within the authority delegated to their MACOMs.

b. Army military personnel are permitted to occupy housing of a foreign country in accord with the terms of an existing international agreement, such as a Status of Forces Agreement.

c. Foreign military personnel are permitted to occupy U.S. Army housing as specified in chapter 3 or in other existing formal agreements.

Section V

Unit Moves and Base Realignment

5-21. Unit moves

a. Unit moves result from—

(1) A unit rotation.

(2) A restationing action.

b. Eligible military personnel identified for PCS reassignment with a unit move must receive fair and equitable consideration of available housing assets at the gaining installation. It is essential that all personnel receive advance notice of the housing situation at the gaining installation (as it applies specifically to them) so that they can make necessary plans and arrangements. This is especially so for those with families. Such notification precludes speculative rumors and improves the morale and efficiency of all personnel whether they are members of the advance party or are part of a subsequent increment.

c. Due to time phasing of unit moves, the effective date of the merger of FH waiting lists will be agreed upon by the installations, IMA regions, and MACOMs involved. The merger date must be equitable for all concerned and be set up

to ensure minimum stagnation of waiting lists. Unresolved issues will be forwarded to IMA regions and, if still unresolved, to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.

d. To achieve a smooth unit move, the following procedures will apply:

(1) The commander of the unit being moved will—

(a) Identify personnel for PCS reassignment with the unit.

(b) Prepare and submit a list of all unit move personnel who are eligible and wish to be considered for Government-provided housing at the gaining installation. Separate lists will be established for FH and UPH. Each list will be arranged by grade categories. Within the FH list, the grade categories are further arranged according to the determined effective date of housing application for each soldier's current category at the losing installation and are considered as advance applications. This list is sent to the gaining installation no less than 45 days prior to the effective date of the unit move.

(c) Submit a proposed list of key and essential personnel to the commander of the gaining installation.

(d) Enter into host-tenant negotiations, if required, at the earliest practicable date in advance of the unit move.

(2) The gaining garrison commander will—

(a) Merge the FH section of the list of the incoming unit with the existing list for preplanning purposes.

(b) Evaluate the impact the unit move has on existing housing waiting lists and housing forecasts.

(c) Enter into host-tenant negotiations with the commander of the incoming unit, as necessary.

(d) Make appropriate plans and arrangements to accommodate incoming personnel.

(e) Provide effective housing services to include the full range of CHRRS.

(f) Recommend revision of key and essential position list, as required.

(3) All housing assignment commitments issued by the gaining installation prior to merger of the waiting lists will be honored.

(4) The final housing list of the incoming unit will be merged with the gaining installation lists no less than 30 days prior to the scheduled movement of the advance party of the incoming units.

(a) If the personnel strength of the incoming unit is altered prior to the effective date of the unit move, the merged lists will be adjusted accordingly.

(b) Lists of the gaining installation and incoming unit will be merged on a pro rata basis.

(c) Individuals in the freeze zone on the gaining installation waiting list will not be displaced.

(d) For installations with automated FH waiting lists, it will be necessary to adjust the effective date of application to ensure maintenance of relative positions on the list.

(5) The merged waiting lists will be posted in the housing office for public view by both the gaining installation and the incoming unit.

(6) The gaining installation will issue DD Form 1747 to all incoming personnel. If appropriate, group statements may be issued to personnel of the incoming unit.

(7) Approved key and essential personnel of the incoming unit will receive priority consideration for the assignment to housing. They will not displace personnel on the waiting list who have received a firm commitment for housing assignment. Appropriate FH DUs may be held vacant for a period not to exceed 30 days pending the arrival of designated key and essential personnel of the incoming unit.

5-22. Base realignments

Realignment actions will often have a disruptive impact on people. Therefore, housing managers at all levels must participate in realignment studies to ensure that the housing aspects of realignments are appropriately considered before the fact (see AR 5-10).

5-23. Base closures

When a base closes, commanders must ensure that military personnel and families are moved on a scheduled basis. Housing facilities must be closed consistent with the capability to provide essential support and service. Continuous coordination among all the functional elements of the infrastructure will be essential. HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600; USACE (CERE), 441 G Street, NW, Washington, DC 20314-1000; and the IMA region will coordinate on and issue specific guidance concerning the assignment, utilization, and ultimate disposition of housing assets.

Chapter 6 Community Homefinding, Relocation, and Referral Services

Section I General

6-1. Scope

This chapter prescribes policy, responsibilities, and procedures governing the CHRRS and EOOPH programs.

6-2. Local civilian community housing

a. Congress has directed the DOD to rely on the local civilian community as the primary source of housing assets to meet military needs. This policy demands that the installation CHRRSO pursue an active role in their relationships with local community entities associated with real estate and the housing market. In establishing a mutually beneficial relationship with the community, the garrison commander will ensure that the CHRRSO acts to—

(1) Participate with, and actively solicit support for military needs from, civilian rental property owners and managers, local housing authorities, real estate boards, home builders associations, chambers of commerce, planning agencies, zoning offices, financial institutions, and building permit issuing agencies.

(2) Inform the civilian community of military housing needs and seek community acceptance of any proposed military housing acquisition programs.

b. Actively working with the local community should enhance the CHRRSO's ability to—

(1) Assist newly arrived personnel in finding adequate and affordable community housing with the least possible delay.

(2) Provide guidance and assistance to personnel in off-post housing matters on a continuing basis.

(3) Counsel departing personnel so that they will be able to make informed decisions about housing choices at their new duty station prior to a PCS move.

6-3. Eligibility

a. The following are eligible to participate in the CHRRS and EOOPH programs:

(1) All active duty military personnel and their family members.

(2) U.S. citizen DOD employees (APF and NAF) and their family members.

b. Soldiers and OCONUS DOD civilian employees, must report to the CHRRSO prior to making arrangements to rent, lease, or purchase off-post housing.

Section II

Community Homefinding, Relocation, and Referral Services Functions and Customer Service

6-4. Community Homefinding, Relocation, and Referral Services functions

a. To maximize off-post housing support in meeting soldier needs, the installation CHRRSO should offer as a minimum the following services:

(1) Nondiscriminatory listings of rental and for-sale housing.

(2) Counseling for applicants on the EOOPH program and the prohibitions against discrimination based on disability.

(3) Assistance in resolving tenant landlord disputes.

(4) Preliminary inquiries to validate housing discrimination complaints.

(5) Liaison with community and Government officials and organizations.

(6) Housing data exchange with other DOD housing offices.

(7) Management and processing responsibilities, entitlement briefings, and certifications related to housing availability and related costs for temporary lodging expense (TLE) (see JFTR, Volume 1, para U5710).

(8) Government transportation for newly arrived personnel where possible to inspect community housing listings when public or private transportation is not available or convenient.

(9) Assistance with rental negotiations and review of leases.

(10) General housing information sufficient for the Army Community Service (ACS) to fully support the Housing Relocation Assistance Program, to include the Standard Installation Topic Exchange Service (SITES) database.

b. Where feasible on a space and/or resource available basis, the following additional services may be offered:

(1) Counseling on home buying and selling, property management, and mobile homes.

(2) Housing market area data for use in developing market analyses (see chap 14).

(3) Administrative assistance with utility company fees and deposits, connections, and billings.

c. Additionally, the following services should be provided in foreign areas:

(1) Management and processing responsibilities, entitlement briefings and certifications of housing availability and

related costs for the temporary lodging allowance (TLA) (see JFTR, Volume 1, para U9201), move in housing allowance (MIHA) (see JFTR, Volume 1, Appendix N); and the overseas housing allowance (OHA) programs. The DD Form 2367 (Overseas Housing Allowance (OHA) Report, Individual) will be used to determine eligibility to start, adjust, or terminate OHA. The form may be supplemented with additional information to suit local requirements. However, supplementation will not replace utilization of DD Form 2367 for its intended purposes. A copy of each completed form, any local supplement, and a copy of the individual's lease or sales agreement will be retained in the CHRRSO's records file.

- (2) Government transportation to newly arriving personnel to inspect community housing listings.
- (3) Language interpretation in dealing with landlord and utility companies.
- (4) Rental agreements in English and local language. Every effort should be made to include the following provisions in rental agreements:
 - (a) A lease period with automatic renewal provision.
 - (b) Early termination without penalty based on appropriate military reassignment orders.
 - (5) Preparation of moving in and out inventory condition report of premises with tenant and landlord.
 - (6) Mandatory in-processing and out-processing of DOD personnel through the CHRRSO as part of the local processing procedures.
 - (7) Maintenance of a rotation (expected date of departure) file on DOD personnel living in private rental housing.
 - (8) Documentation that applicant is actively seeking permanent housing if required to do so.
 - (9) Verification that private rental housing is not vacated prematurely.
- d. There are a number of programs that support the services in *a*, *b*, and *c* above. The programs listed below can aid the installation CHRRSO in accomplishing its mission of making the soldier aware of the availability of affordable, quality housing. These programs are intended to help equalize the cost to the soldier of on- and off-post housing.
 - (1) Set-Aside Program (see para 6-7b).
 - (2) Army Housing One-Stop (AHOS) (see para 6-8f(1)).
 - (3) Housing Relocation Assistance Program (HRAP) (see para 6-8f(4)).
 - (4) Deposit Waiver Program (see para 6-8f(5)).
- e. The CHRRSO programs and services should be accessible to and usable by persons with disabilities. If it is not feasible to locate those services in an accessible building or if modification of a building would be an undue hardship, arrangements must be made to provide, upon request, all CHRRSO services at an accessible location. Readers for the blind and sign language interpreters for deaf persons should be made available upon request, if feasible.
- f. Housing managers must ensure that the responsibilities identified in *a*(8) and *c*(1), above are added to employee position descriptions.
- g. The CHRRSO hours of operation should be convenient and flexible to meet the needs of its customers.

6-5. Community Homefinding, Relocation, and Referral Services staffing

a. Installation housing managers must annually assess the current strength of CHRRSO staffs to determine whether the CHRRS program is fully staffed, fully trained, and has the appropriate facilities and tools to anticipate and meet the requirements of incoming and outgoing soldiers and families. The CHRRSO must be active in the local, off-post communities in an aggressive search for additional adequate housing. The effective CHRRSO should contain enough staff to allow sufficient time, as determined appropriate by the housing manager, to be spent off-post in direct contact with landlords, real estate agents and or brokers, state and local housing staffs, U.S. Department of Housing and Urban Development (HUD) staff, Chambers of Commerce staffs, and so forth, in a constant search for additional suitable off-post housing. The CHRRSO should be supported with sufficient vehicles, telephone lines, a FAX machine, copy machine, and other equipment and supplies essential to facilitate its work.

b. Each CHRRSO worldwide should have sufficient telephone lines and open, immediate access to long distance and/or overseas telephone, Internet, and FAX services. This will enable CHRRSO staffs to obtain real time, up-to-date information about temporary and permanent housing availability at the next duty station for each departing soldier and family. The AFH funds may be used to pay for the installation of additional lines dedicated to FH use and monthly costs for service. Sufficient telephone lines will help ensure that soldiers, families, and military units have a "soft landing" at their next duty stations.

6-6. Coordinated offices

A coordinated CHRRSO may be established in areas where more than one military installation is located. One installation should be designated to provide services, mutually agreed upon, for each installation in a geographic area, and designated the primary DOD contact with community and government agency (local, State, and Federal) representatives. In coordinated areas, each installation should perform some or all of the CHRRSO functions.

6-7. Off-post housing availability

a. *Housing listings.* The CHRRSO will obtain and maintain listings of adequate rental and sales units reflecting the full range of prices, sizes, and locations of housing assets. Property considered for listing will be inspected when there

is a question of adequacy. Property which is inadequate for occupancy by military families should be removed or refused as a listing (see para 4-5). Units will be listed on an approved automated system. Property and agents against which restrictive sanctions have been imposed will be identified in a restrictive sanction list which will be provided the soldiers.

b. Set-Aside Program. The installation CHRRSO may contact local landlords to request set-aside housing units (apartments or houses) for use by military personnel. Department of Defense and Army sponsored civilian personnel may participate in the Set-Aside Program in foreign areas. The soldier would pay rent by payroll deduction (allotment) not greater than his or her housing allowances. The security deposit may be waived by mutual agreement. Guidelines for establishing a Set-Aside Program are as follows:

(1) The garrison commander and the landlord enter into a contractual agreement governing the management and operation of the Set-Aside Program housing units.

(2) The installation housing manager coordinates development of the contractual agreement with the installation OSJA.

(3) The following elements should be addressed in the agreement:

- (a) Identification of parties to the agreement.
- (b) Date of agreement.
- (c) Purpose of agreement.
- (d) Description of set-aside properties.
- (e) Term (lengths) of agreement, including renewal options.
- (f) Space and adequacy criteria which rental units must meet.
- (g) Features and amenities of the rental units included in the basic rental rates.
- (h) Rental rate schedule.
- (i) Future increases in rental rates.
- (j) Security deposit option.
- (k) Requirement for garrison commander or designated representative to approve lease form to be used between landlord and military lessees.
- (l) Delineation of landlord and lessee responsibilities.
- (m) Option for existing military lessees to transfer, upon expiration of their existing leases, to set-aside units, if available.
- (n) Inspection of rental units by the garrison commander or designee.
- (o) Removal of rental units from the Set-Aside Program for cause.
- (p) No assumption of liability or indemnification of landlord in any way by the installation or the Government.

6-8. Assistance and counseling

The CHRRSO can ease soldier and family relocations through timely and straightforward assistance and counseling. The CHRRSO should have the capability to—

a. Counsel all applicants concerning the EOOPH program with emphasis placed on the obligation of applicants to report immediately any indication of discrimination in their search for housing. A copy of the restrictive sanction list should be provided to each applicant.

b. Counsel personnel regarding standards of conduct, the rights and responsibilities of landlords and tenants, and the availability of assistance from the CHRRSO in resolving disputes. Local laws and regulations pertaining to the rights and responsibilities of landlords and tenants should be addressed. Desirability of military release clauses in rental contracts, legal assistance available to review proposed leases and sales contracts, and applicable laws governing refunds of advance payments for home purchases should also be addressed. Applicants should be informed of the impact of tenant conduct on continued community support to provide needed housing for DOD families in the future.

c. Provide applicants with general information on the community and the support services available in handout form. The handout should include maps and information on the following:

- (1) Services and assistance by the CHRRSO.
- (2) Tenant rights and responsibilities.
- (3) Landlord responsibilities.
- (4) Information on household insurance.
- (5) Tenant responsibilities to vacate and clear private rental housing.
- (6) Overseas housing allowances (in overseas areas only).
- (7) Local customs (in overseas areas only).
- (8) Furnishings support.
- (9) Utility bills and payment procedures.
- (10) Telephone service.

(11) Facilities and services in the local area to include churches, schools, transportation, recreation, shopping centers, emergency services, and so forth.

(12) Home safety inspections both on- and off-post.

(13) Fire safety resources on-post and in local civilian communities.

(14) Any additional information considered necessary or peculiar to the local area.

d. Furnish each applicant a copy of DA Pam 360-611 which contains guidelines on standards of conduct for military personnel who reside off-post. Overseas, this publication may be supplemented to suit local conditions. Parts that do not apply overseas should be identified to the applicants.

e. Verify permissive TDY. Members on permissive TDY for house-hunting purposes must have a DA Form 4187 (Personnel Action) and, if applicable, a DD Form 1747 when processing through the gaining CHRRSO (see AR 600-8-10). The soldier must report to the gaining installation's housing office and have DA Form 4187 verified and/or stamped on the first available duty day. Soldiers must not negotiate or formalize acquisition of housing prior to obtaining verification/stamp (DA Form 4187). The stamp and date serves as verification of housing processing and permissive TDY status. Failure to secure the CHRRSO validation may result in the soldier being charged leave for the entire period.

f. Assist transferring soldiers and family members in assessing their housing relocation needs. Relocation requirements and/or interests not related to housing should be referred to the installation ACS office or other agency for specific assistance. Housing relocation assistance counseling should include the following:

(1) Information about housing at the gaining installation. Use AHOS (available at <http://www.housing.army.mil/>) for—

(a) On-post housing information for FH and UPH at the gaining installation.

(b) Off-post housing information to include general information on housing types available in both the rental and purchase markets, price ranges, and general availability by type of housing.

(2) Information about relocation assistance available at Army Knowledge Online (AKO) and other Web sites linked to AKO.

(3) The 1-800 phone number to secure Army lodging at the losing or gaining installation.

(4) A discussion of how the HRAP can assist the soldier in comparing housing options, such as selling or renting his or her housing unit at the losing installation and/or buying or renting an housing unit at the gaining installation.

(5) Information on the Deposit Waiver Program at the gaining installation whereby landlords and utility companies negotiate with the installation CHRRSO to waive deposit requirements in return for CHRRSO help with problem accounts.

g. Advise applicants to consider obtaining insurance coverage for premises to be rented and against loss of personal effects and household furnishings while their property is in the rented premises.

6-9. Complaints from the soldier

a. Community housing complaints. Off-post housing problems concerning DOD personnel must be investigated immediately for validity and fully documented by the CHRRSO. (Housing managers must ensure that these responsibilities are added to both the employee position descriptions and the major performance objectives/individual performance standards.) Provisions for handling on-post housing complaints are addressed in paragraph 8-6.

b. Health, sanitation and unfair business practice complaints. The Armed Forces Disciplinary Control Board should be contacted for possible placement of facilities off-limits when health or sanitation complaints cannot be resolved with agents or local civilian agencies (see AR 190-24). Agents who participate in unfair business practices may be placed off-limits. Examples of unfair business practices are as follows:

(1) Those OCONUS agents who charge excess rent to Americans.

(2) Payment of money requested in addition to the sum specified in the lease.

(3) Nonrefund of entire security deposit even though soldier has fulfilled all requirements of lease.

6-10. Advertisements and information technology

a. The CHRRSO should assist in ensuring that only nondiscriminatory advertisements of rental or sales housing units appear in authorized DOD media formats, such as the Internet, Web sites, post publications, and bulletin boards. Media formats inconsistent with the DOD policy affirming equal opportunity housing for all DOD personnel will not be used or distributed by housing offices.

b. The CHRRSO should also maintain access to the Internet where housing customers may view other Army installations, communities, and on- and off-post housing.

Section III

Housing Discrimination Complaints

6-11. Equal Opportunity in Off-post Housing Program

a. Section 3601, Title 42, United States Code *et seq*; Act of 1988, Public Law 100-430 (Act of 1988, PL 100-430);

and Act of 1968, PL 90-284 pertain to equal opportunity for all citizens in obtaining housing regardless of race, color, religion, sex, national origin, age, handicap, or familial status. These statutes are applicable in the United States. In foreign areas, the intent of the EOPH program will be carried out to the extent possible within the laws and customs of the foreign country.

b. This program is intended to eliminate discrimination against DOD personnel on the basis of race, color, religion, national origin, gender, age, disability, or familial status in obtaining suitable housing accommodations in local communities. A suspected discriminatory act, with or without the filing of a formal complaint, is a valid basis for investigation.

6-12. Reporting housing discrimination complaints

- a. Alleged incidents or complaints of discrimination must be referred to the CHRRSO for appropriate action.
- b. An agent's refusal to show, rent, lease, or sell otherwise suitable housing may be a basis for a housing discrimination complaint. Also, any agent's use of words or statements that indicate discrimination is considered an act or incident of discrimination.
- c. Each alleged incident will be investigated promptly and processed within 30 working days after the complaint is filed. The garrison commander may grant an extension of 10 working days if required.

6-13. Preliminary inquiry

A preliminary inquiry will begin within 3 working days after receipt of the complaint. The inquiry may be informal (using AR 15-6 as a guide) but must be sufficiently detailed to indicate if discrimination occurred. The CHRRSO, or a command-designated representative where there is no CHRRSO, will act as follows:

- a. Notify the garrison commander immediately.
- b. Interview the complainant promptly and obtain all relevant details.
- c. Telephone or visit the facility or agent concerned immediately if the complaint is received shortly after the time of the alleged act and concerns the change in availability of a vacancy (such as "just rented"). Attempt to determine if a vacancy exists without making reference to the complaint received. Request the garrison commander to authorize the use of verifiers as necessary.
- d. Advise the complainant of the provisions and procedures in this chapter and the right to pursue further actions through the HUD, the Department of Justice (DOJ), and local or State agencies. Coordinate effort with the SJA to determine to what extent legal assistance can be provided. Assist the complainant in completing HUD Form 903 (Housing Discrimination Complaint), if desired. Complaints can be filed on the HUD Internet site at <http://www.hud.gov/complaints/housediscrim.cfm>. A complainant may file a complaint directly on line or print out a form to mail in. The fact that a complainant might report an act of alleged discriminatory treatment, but declines to complete a HUD Form 903, does not relieve the command of responsibility for making further inquiry and taking such subsequent actions as may be appropriate.
- e. Inform the garrison commander of the preliminary inquiry results and actions taken. If the complainant cannot obtain suitable housing in a reasonable amount of time because of discriminatory practices in the community, the complainant and the garrison commander may use this fact to justify priority assignment to military housing or reassignment for humanitarian reasons. Reassignment action is a last resort and must be justified fully through command channels.

6-14. Use of verifiers

The use of verifiers is authorized to determine if a basis for the complaint exists and whether or not the practices are discriminatory. Verifiers will not be used for the sole purpose of determining sincerity or normal practices of an agent about whom the CHRRSO has not received a housing discrimination complaint. When selecting and using verifiers, the following actions apply:

- a. Verification of the vacancy should be made as soon as possible after an alleged act of discrimination.
- b. Verifiers should be volunteers. The Equal Opportunity (EO) Office is a possible source for identifying individuals to be used as verifiers. The CHRRSO staff members should not be used as verifiers except in unusual situations.
- c. The verifier determines the characteristic, that is, the suspected basis for the complainant's exclusion. Ideally, 2 verifiers should be used. One verifier should possess characteristics as close as possible to those of the complainant, except those which are suspect as discriminatory. If a second verifier is used, the individual should possess characteristics similar to the complainant including the alleged discrimination characteristics.
- d. Verifiers are to obtain information only on agent or facility operating policies, practices, and procedures for subsequent determination of complaint validity. Verifiers are not to make verbal or written contract for the unit, pay any money, or say they want the unit. At the end of the visit, the agent should understand that the verifier is not interested in the unit.
- e. The following information should be obtained by the verifier, if possible.
 - (1) *Concerning the facility.* What is available? Did it meet the requirements of what the complainant requested? Amount of rent? Deposit required? Are children and pets accepted? Is an application required? What is the time

between filing application and permission to move in? Are minority families and singles in the facility? The presence or absence of a vacancy sign should be noted along with any other information deemed appropriate.

(2) *Concerning the prospective tenants.* If possible, find out what qualifications prospective tenants must meet, such as credit rating, salary, marital status, children, deposit, written applications, and the like. Also, a complete description of all procedures for becoming a tenant, including all steps from initial inquiry to moving in, should be determined. Does the manager's subjective impression of the applicant appear to play any part in the decision to rent or purchase a unit?

f. The verifier's statement should be completed immediately after the verification visit. It should be accurate, objective, and in detail. The following will be included:

(1) Date, time of visit, and name and position of person contacted. Other pertinent information obtained during visit (such as length of time employed at facility and race) should be included.

(2) When reconstructing the conversation, write in first person (such as I or we) and try to use direct quotes. Do not use pronouns such as "he," "she," or "they." Who said what to whom will be clearly identified.

(3) Sign and date the statement. Give verifier's full name, address, telephone number (duty or home), and race as relevant to complaint.

6-15. Complaint process

If the basic facts of the preliminary inquiry appear to confirm the complaint (but before the final decision is made that the complaint is valid), the garrison commander will ensure that the actions to proceed with an informal hearing as discussed below begin within 3 working days after receipt of the inquiry report.

a. Informal hearing information.

(1) A representative of the garrison commander will give written notice to the agent explaining the nature of the complaint and the agent's right to request an informal hearing with the garrison commander's representative.

(2) The notification will specifically state the nature of the discrimination complaint and the right of the agent to appear personally at the hearing, be represented by an attorney, and to present evidence and call witnesses.

(3) The notification also will state that the agent has five working days after receipt of the written notice to request a hearing. If no request is received within five days, the lack of response will be considered as a waiver to be present at the hearing.

(4) The written notification will be delivered to the agent personally by a representative of the garrison commander or sent to the agent by certified mail with return receipt requested.

b. Action on decline. An informal hearing must be held, even if the agent or agent's attorney declines to participate.

6-16. Conducting an informal hearing

a. Attendees. The informal hearing will be conducted by a representative of the garrison commander at a convenient location. The agent, agent's attorney, complainant, complainant's attorney, CHRRSO representative, SJA representative, or other designated persons may attend. The EO adviser will be a regular attendee.

b. Disclosure of information. The agent (or agent's attorney) will not be given copies of the form used by the HUD for filing housing discrimination complaints (HUD Form 903) or other pertinent statements that may later be required for subsequent HUD or DOJ actions. Freedom of Information Act and Privacy Act consideration will be determined by the OSJA.

c. Record of hearing. A summary of the hearing will be prepared and placed in the complaint file. The summary should include a list of attendees, location of hearing, and summary of discussion.

6-17. Legal review

a. A legal review will be accomplished—

(1) After the preliminary inquiry.

(2) After the informal hearing.

(3) Before the garrison commander's final decision that the inquiry supports or fails to support the complaint.

b. The report of investigation will be reviewed for content and completeness. A statement that such a review was conducted will be signed by an OSJA attorney performing the review. This statement will include the following:

(1) Any necessary explanatory remarks to include comments concerning facts and evidence presented.

(2) Information about pending complaints brought by private parties with respect to the same facility or agent.

(3) Comments pertaining to civil rights laws relevant to the particular case.

6-18. Garrison commander's decision

a. Imposing restrictive sanctions is the responsibility of the garrison commander and cannot be delegated.

b. If the garrison commander determines that more information is required, or for any reason further inquiry is deemed necessary, an officer will be appointed from sources other than the CHRRSO to conduct a formal inquiry or

investigation as the situation warrants. The officer, if not an attorney, will be afforded the advice and assistance by the OSJA, as well as that of the housing office and the EO adviser.

6-19. Closing the case

a. Failure to support complaint. If, in the garrison commander's judgment, the inquiry fails to support the complaint, the case will be considered closed. The garrison commander then will take the following actions:

(1) Inform the complainant in writing of all actions taken. Advise the complainant of the right to submit a complaint to HUD and DOJ, or pursue a private civil action in a State or Federal court.

(2) Summarize in the report file—

(a) Practices giving rise to the complaint.

(b) Actions and results of the inquiry or investigation.

(c) Assurance (written or oral) from the agent concerning future facility or agent practices.

(3) Include the following statement, completed by the complainant, as part of the case file: "I (am) (am not) satisfied with the efforts taken by the commander in my behalf to achieve satisfactory resolution of my off-post housing discrimination complaint." If the complainant indicates a lack of satisfaction, the reasons must be included in the case file.

(4) Inform the agent of the results of the inquiry by command correspondence. Such correspondence should reiterate Army policy and requirements for EOOPH.

(5) Forward unsubstantiated complaint records and HUD Form 903 to HUD and DOJ if requested by the complainant.

(6) Retain a copy of the report file at the installation level in accordance with AR 25-400-2 (record number 210-50v). Refer to the Army Records Information Management System records retention schedule located at <https://www.arims.army.mil/rnsanew/rssrch.asp> to determine the proper disposition.

b. Supported complaint. If the inquiry supports the complainant's charge of discrimination, and the discriminatory act is determined by the garrison commander to conflict with Army policy, the garrison commander will—

(1) Impose restrictive sanctions against the agent and/or facility for a minimum of 180 days. Sanctions will remain in effect until the provisions of paragraph 6-22 are met. Restrictive sanctions also will be imposed when a suspected discriminatory act, despite the absence of a formal complaint, is investigated and found valid. The fact that a validated discrimination complaint or incident has been or is scheduled to be forwarded to another agency (such as HUD or DOJ) is not cause for withholding sanction action pending the outcome of that agency's further review and investigation. To ensure program credibility, restrictive sanctions must be imposed promptly and correctly once a complaint is substantiated. When imposing a restrictive sanction, the following steps must be taken:

(a) Ensure the facility listing is removed from the CHRRSO files.

(b) Impose restrictive sanctions (effective the date of notification, per para (d), below against all facilities owned or operated by the agent concerned.

(c) Place the facility on the restrictive sanction list maintained by the CHRRSO. The restrictive sanction list will be prepared on official letterhead stationery and signed by the garrison commander or his or her representative and will include authority for and conditions of the restrictive sanctions.

(d) Inform the agent concerned, by command correspondence, that restrictive sanctions have been imposed and the reasons why, the nature and minimum length of the restrictions, and the action required for their removal. Notification of restrictive sanctions may be sent by certified mail with return receipt requested or delivered to the agent personally by a command representative.

(e) Ensure all DOD personnel reporting to the CHRRSO are provided with a copy of the restrictive sanction list. Advise personnel that they may not rent, purchase, or reside in any of the listed facilities and that doing so can result in appropriate administrative or disciplinary action. The CHRRSO must obtain a signature on a DD Form 1746 to indicate that a list was received.

(f) Advise other military installations of the restrictive sanction action taken when the sanctioned facility is located within their commuting areas.

(2) Inform the complainant in writing of all actions taken. Advise the complainant that the complaint will receive continuing post action including (if the complainant requests) forwarding the case file to HUD and DOJ for action. The complainant also will be counseled about the right to pursue remedies through civilian channels.

(3) The garrison commander or his or her representative will prepare a memorandum outlining the following:

(a) Type of housing arrangements made for or by the complainant, and whether these were made by the CHRRSO or complainant.

(b) Impact of restrictive sanctions on the EOOPH program and DOD personnel and their families.

(c) Number of facilities and units involved, if available.

(d) Other considerations deemed relevant.

(4) Include the following statement, completed by the complainant, as part of the case file: "I (am) (am not) satisfied

with the efforts taken by the garrison commander in my behalf to achieve satisfactory resolution of my off-post housing discrimination complaint.” If the complainant is not satisfied, the reasons must be shown in the case file.

(5) Consolidate complaints for the inquiry, legal review, and garrison commander’s memorandum when more than one complaint alleging discrimination in the same facility or by the same agent has been received. The consolidated case file must include a separate HUD Form 903 from each complainant who has filed a HUD Form 903.

6–20. Report of inquiry or investigation

a. When an inquiry substantiates a complaint, the original and one copy of the report will be forwarded through channels to HQDA, DCS, G–1, ATTN: DAPE–HR–PR, 300 Army Pentagon, Washington, DC 20310–0300 for transmittal through ASA(M&RA) to the Under Secretary of Defense (Personnel and Readiness). Complainant’s identification should be the name of the service member, U.S. Government, or garrison commander. The CHRRSO or its employees may not be cited as complainants.

b. A report of inquiry or investigation will include the following:

(1) Transmittal documents that include copies of the transmittal memorandum to IMA region, DOJ, and HUD, as applicable.

(2) Chronology sheet that lists sequence of events by date, from receipt of complaint to conclusion of action.

(3) Copy of discrimination complaint to include a statement that complainant was advised of the right to submit complaint directly to HUD or DOJ or to any other civilian authority. (Copy of HUD form 903 also should be included if complaint has been forwarded to HUD.)

(4) Summary of inquiry.

(5) Documents supporting investigation and inquiry.

(6) Correspondence relating to informal hearing and resulting summary.

(7) Legal review.

(8) Memorandum by garrison commander or the commander’s representative.

(9) Notification of outcome to complaint.

(10) Complainant’s statement.

(11) Notification of the imposition of restrictive sanction, if applicable.

(12) Statement that complainant is or is not satisfied with actions taken to resolve complaint.

(13) Statement of subsequent housing arrangements made for or by the complainant.

(14) Any other relevant documents.

c. If the act of discrimination falls within existing laws, and if the complainant concurs, forward a copy of the complaint and investigation report directly to HUD within 180 days after occurrence of the alleged discrimination act. The HUD Form 903 will be used. The original report will be sent to the local HUD regional office or to U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, 451 7th Street, SW, Room 5204, Washington, DC 20410–2000. A copy of the complaint and investigation report will be forwarded to the Department of Justice (Civil Rights Division), Washington, DC 20530–0002. A transmittal memorandum should state why the report is being sent and the names of other agencies to whom the report was sent. (This paragraph applies only to the United States; see para 6–24 for foreign areas.)

d. When a commander receives a complaint alleging further discrimination in a facility or by an agent after a completed case file has been forwarded, the garrison commander will forward a summary of the facts relating to the subsequent complaint to HQDA, DCS, G–1, ATTN: DAPE–HR–PR, 300 Army Pentagon, Washington, DC 20310–0300. Include brief comments on how the new complaint, and information developed with respect to the complaint, affects the previous action.

6–21. Follow-up actions

Subsequent to forwarding the report and all required attachments to HUD and DOJ, it is important that the garrison commander, to the maximum extent possible, take the following actions:

a. Cooperate with HUD, DOJ, and local and State agency representatives during the investigation and processing of the case, should these agencies seek assistance.

b. Determine periodically the status of the case by maintaining liaison with the area or regional HUD office concerned. Contact will be maintained until such time as the case is resolved or closed by HUD.

c. Ensure that the complainant is kept informed on information received and actions taken by HUD or DOJ.

d. Ensure that DOD personnel comply with restrictive sanctions imposed on the facility or agent. Restrictive sanctions are not applicable to—

(1) DOD personnel who may be residing in a facility at the time that sanction is imposed.

(2) The extension or renewal of a rental or lease agreement originally entered into before the imposition of the sanction. Relocation of a military tenant within a restricted facility, however, is prohibited without the written approval of the garrison commander.

e. On determination that a military member has intentionally taken residency in a restricted facility contrary to instructions, the garrison commander may, if applicable, take administrative or disciplinary action.

f. Publish a current listing of restricted facilities periodically in the post bulletin or other appropriate means of internal distribution. As a minimum, this listing will be published when additions, deletions, or changes are made to the list.

6-22. Removal of restrictive sanctions

a. Restrictive sanctions may be removed only under the following circumstances:

(1) An approved waiver from HQDA, DCS, G-1, ATTN: DAPE-HR-PR, based on unusual or exceptional circumstances.

(2) After the 180 day period, the garrison commander's decision to remove the restrictive sanctions must be based on receiving the written assurance of nondiscrimination from the owner/agent involved.

b. The garrison commander will inform the CHRRSO, EO office, and the agent, in writing when the facility is removed from restrictive sanctions. The HUD and DOJ will also be advised in writing in those cases where they had been apprised of a validated discrimination complaint or incident.

6-23. Privacy Act and Freedom of Information Act

Requests for information regarding off-post housing complaints and investigative files will be processed under AR 25-55 and, if applicable, AR 340-21. The Freedom of Information Act requests for reports that have been referred to HUD, DOJ, and State or local agencies will be coordinated with the respective agency before any information is released. Proper coordination will ensure that on-going investigations are not harmed by the premature release of information.

6-24. Complaint procedures in foreign areas

a. Commanders of installations or activities outside the United States will take action outlined in this chapter except that cases are not forwarded to HUD or DOJ. Complainants should be made to understand that the fair housing provisions of the Civil Rights Act of 1866 and 1968 are not applicable outside the United States. However, the intent of the EOOPH Program and the prohibitions against discrimination on the basis of disabilities shall be carried out to the extent possible within the laws and customs of the foreign country.

b. Consult the local SJA to determine whether—

(1) The laws of the country concerned prohibit any of the actions outlined in processing complaints.

(2) There is any civil redress which can be pursued.

Chapter 7

Operation and Maintenance

Section I

General

7-1. Scope

This chapter sets forth policy, outlines responsibilities, and provides guidance on operating and maintaining housing facilities.

7-2. General policy

a. Housing facilities will be operated and maintained to a standard which will provide comfortable accommodations in good condition.

b. Every effort must be made to achieve cost savings in all aspects of housing operation and maintenance.

7-3. Joint responsibility

Responsibility for the operation and maintenance of housing is shared by the garrison commander and the housing resident. The garrison commander must manage and maintain the Army's housing in the best interest of the Government. Residents must exercise careful practices expected of a prudent person in the use of their housing (see chap 8).

7-4. Energy conservation

a. *Goal.* The goal of the energy conservation program is to ensure that the essential energy needs of all residents are provided without waste. Equipment and facilities will be operated and maintained in an energy efficient manner. Energy can be conserved through action by the Army and by the resident.

b. *Action.* The Army will—

(1) Apply new techniques and devices in designing, building, modernizing, operating, maintaining, repairing and furnishing its housing facilities so as to reflect contemporary community standards for similar categories of housing.

(2) Develop an aggressive program to educate residents on conservation techniques, energy savings tips, and self-help actions.

(3) Determine where excessive energy consumption occurs and develop remediation plans.

c. Resident's actions. Residents will—

(1) Monitor their use of utilities with a view toward operating their housing in the most energy efficient manner possible.

(2) Report facilities deficiencies which waste energy and are beyond self-help capabilities for correction.

(3) Reimburse the Army for energy consumed in excess of normal household use. For example, excess use could result from recharging a battery-powered privately-owned motor vehicle or operating kilns, ovens, or welding equipment to support a profit-making venture.

7-5. Work authorization

a. The M&R work may be authorized for accomplishment once it is approved. Approval may fall within the approval authority level of the garrison commander or it may have to be obtained from a higher level (see app B for FH approval authorities and AR 420-10 for OMA-funded facilities, such as UPH).

b. The M&R work is done when a work order is issued. A work order is categorized as an SO or as an individual job order (IJO).

(1) *Service orders.* The SOs cover small jobs beyond the scope of self-help.

(a) Their nature is such that their accomplishment cannot be delayed until a scheduled maintenance visit.

(b) They are issued for work requested by telephone, in person, or in writing. The SO work is limited to a total of 40 man-hours of labor. The SOs will not be used for AFH incidental improvements unless there is a system in place to accumulate the costs per DU per FY.

(c) The SOs are prioritized as emergency, urgent, or routine. Emergency SOs take priority over all other SOs. Urgent and routine SOs are normally accomplished on a first-come, first-served basis within their own category. All installations will have a formal priority system for SO accomplishment. Instructions for the establishment of a formal priority system for the accomplishment of real property SO type maintenance work are contained in appendix C.

(d) Follow-up visits to correct an unsatisfactorily performed SO (call back) will be charged to the same SO.

(2) *Individual job orders.* The IJOs are used for all work which exceeds the scope of the SO and/or requires maximum control of manpower and other resources for preventive maintenance requirements, and for all AFH incidental improvements regardless of cost except as noted in (1)(b), above.

7-6. Work classification

a. Classifying work as maintenance, repair, or construction is an essential step in developing a project. Once the project has been defined, the approval authority can be identified and statutory and regulatory requirements can be met (see AR 420-10 and DA Pam 420-11 for project definition and classification).

b. There is not necessarily a direct one-on-one relationship between a project and a contract to execute that project. A single contract may embrace one or more projects in its scope. Conversely, a single project may be split among several contracts.

c. Projects will be developed to show the full scope of work without circumventing the prescribed approval levels. A memorandum for record stating the rationale behind the determination of work classification and project scope is recommended for inclusion in the project file.

7-7. Self-Help

a. Each installation may establish a Self-Help Program per AR 420-70. This program will require residents to perform certain basic self-help tasks and provide the opportunity for residents to perform limited improvements on their housing units and associated grounds. A list of basic self-help tasks which can and should be performed by FH residents is contained in appendix D.

b. The following guidance should be incorporated into the installation level self-help program:

(1) Ensure that resident self-help tasks are not routinely done by in-house or contract employees except in unusual circumstances.

(2) Screen service calls from residents to eliminate self-help tasks.

(3) Provide appropriate training for participants in this program including self-help coordinators and inspectors.

c. Self-Help improvement projects should conform to the following conditions:

(1) Work should be on a voluntary basis resulting in an improved quality of life for the resident.

(2) High standards must be established for both interior and exterior work in conformance with the Installation Design Guide.

(3) Work performed will comply with applicable building codes. Electrical work will be done only by a licensed electrician or shop approved electrician.

(4) Work performed will not create fire or other safety hazards.

(5) Both functionality and aesthetics should be considered in project development.

(6) The DPW will provide—

(a) Appropriate work classification and project approvals.

(b) Professional guidance during the planning, design, and execution stages.

(c) Training to volunteers before work is started.

(d) Technical assistance and project inspection.

(7) Supplies, equipment, and tools will be made available from existing self-help stores.

d. Self-help work will not be performed where asbestos or lead-based paint (LBP) shall be disturbed since only trained and certified personnel may work with these substances.

7-8. Historic housing facilities

a. Some Army housing facilities, particularly GFOQ, are listed individually on the National or State Register of Historic Places, are contributing structures within an historic district, have been determined eligible for listing, or are potentially eligible for listing. Stewardship of historically significant properties imparts a special responsibility to the managing installation and the residents. Decisions on use and O&M should give appropriate consideration to those facility characteristics which contribute to their historic significance.

b. Work that may affect historically significant housing must be reviewed and coordinated per 36 CFR 800 and AR 200-4. If a programmatic agreement exists between the installation, the State Historic Preservation Office, and the Advisory Council on Historic Preservation, work must be reviewed and coordinated in accord with this agreement. However, the underlying philosophy of prudence still applies. The same vigilance regarding cost control and avoidance of unnecessary expenditures must be maintained as for any other housing facility.

c. The selection of replacement materials in historic structures should be sensitive to significant character defining features. When facsimile materials are used, the garrison commander or designated installation official must determine that they will have no deleterious effect. When in doubt, review AR 200-4 and refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

d. Where a comprehensive plan has been developed for the renovation and long-term maintenance or the replacement of an historic housing facility, that plan should be followed as scrupulously as possible. However, the plan should be reviewed and updated periodically to keep up with new products and materials on the market, and new construction techniques.

e. Foreign areas may have equivalent historic places which are governed by special host nation agreements for M&R work.

7-9. Special considerations

a. *Termite control.* Termites are a significant problem affecting wooden structures and components in many parts of the world. Termite control with chemicals will be done only by personnel who have been properly trained and licensed in chemical use and application, using only Environmental Protection Agency (EPA) approved chemicals. In no case will chemical treatment be applied through or under concrete slabs used in slab-on-grade construction of housing where heating, ventilating, or air conditioning (A/C) ducts are present within or beneath the slab. When chemicals are used, their type, strength, and date of application should be documented and retained in housing files.

b. *Asbestos.* Asbestos in certain forms (friable asbestos products) has been found to be a health hazard. Where asbestos is known or believed to exist, the site must be inspected and a determination made as to the containment and/or disposition of the material. The DPW will manage any monitoring, abatement, removal, handling, and disposal of asbestos contaminated materials through the Environmental Management Office. The dates of identification, monitoring, and abatement or removal will be documented and retained in housing files.

c. *Radon.* Radon is an invisible, odorless, naturally occurring radioactive gas which can accumulate in housing. The EPA has published monitoring guidance, radon relative risk information, and action level guidelines (see AR 200-1). Installations will establish a radon assessment and mitigation program per guidance from the Environmental Management Office.

d. *Lead.*

(1) *Sources.* Lead (see AR 420-70, chap 3, sec I) may be found in the dust, paint, or soil in and around your home, or in your drinking water or food. You cannot see, taste, or smell lead. Lead exposure is especially harmful to young children and pregnant women. The dangers of lead are now known. Hence, house paint is now lead-free, leaded gasoline is being phased out, and household plumbing is no longer made with lead materials. Nonetheless, certain residual effects remain.

(a) *Lead-based paint.* Housing units built before 1978 often contain paint with lead in it. Paint containing lead compounds constitute a potential health hazard, particularly for small children who may ingest paint chips from flaking LBPs, may chew on surfaces covered with LBPs, or may ingest lead through paint dust. The Army will not apply LBP

to any facility. Installations will establish a program to identify where LBPs have been used and to manage in-place or remove this potentially hazardous material. HUD has developed guidelines for the evaluation and control of LBP hazards. These guidelines (24 CFR 35) will be followed in assessing, managing, and abating lead hazards. Refer to existing Army guidance on the detection and abatement of LBP in FH.

(b) *Dust.* In addition to LBP dust, other lead dust may come into the home from work clothes of persons handling lead products such as is found in batteries and radiators and from hobbies such as casting sinkers and bullets or working with stained glass.

(c) *Lead in drinking water.* This too can pose a health risk. The EPA has published standards for regulated contaminants, including lead, in drinking water. The DPW should monitor the levels of lead in drinking water in FH per the EPA standards (see AR 200-1). If the levels are determined to be above the current standard, residents will be notified and the cause will be determined and remedial action taken.

(d) *Lead in soil.* Lead-contaminated bare soil will be managed by interim controls unless economic, operational, or regulatory requirements dictate removal or disposal.

(e) *Lead in food.* Lead can be introduced into food from lead crystal glassware or from imported or old pottery. These containers should not be used to serve or store food or drink.

(2) *Disclosure requirements.* The HUD and EPA regulations (see 24 CFR 35 and 40 CFR 745, respectively) require the disclosure of known LBP and LBP hazards. Disclosure requirements apply to both Army-owned and -controlled FH and to privately leased and/or privately rented housing constructed prior to 1978. The disclosure requirements, which are to be issued when housing is assigned or leased and/or rented, consist of providing residents with the following:

(a) The EPA pamphlet: *Protect Your Family from Lead in Your Home*. Additionally, for Government-owned and -controlled FH, the ACSIM in cooperation with the U.S. Army Center for Health Promotion and Preventive Medicine (CHPPM) has developed a cover for the EPA pamphlet. The cover provides specific information on the Army's LBP efforts. Each installation has been provided a copy of the cover for local reproduction. This cover should be folded around the EPA Pamphlet so it is the first section to be read. There is sufficient space for each location to add installation specific information such as points of contact and phone numbers for additional information or questions.

(b) A notice of the presence of LBP and/or LBP hazards. This notice will contain a lead warning statement, owner and/or lessor disclosure of presence of LBP and LBP hazards, list of records and reports available to the owner and/or lessor, resident's and/or lessee's acknowledgement, owner's and/or lessor's acknowledgement, and signatures and dates of resident and owner or lessee.

(c) The presence of LBP or LBP hazards. A copy of available records or reports pertaining to the presence of LBP or LBP hazards known or suspected in the assigned housing unit and any associated common areas, based upon actual or statistical sampling of similar units.

(3) *Notification requirements.* In addition to the disclosure requirements in d(2), above, FH residents and/or tenants of Government-owned and -controlled FH and of rental housing built prior to 1978 must be notified when work on their housing will disturb known or suspected LBP (see 15 USC 2686).

(a) Notification will be given to both the resident and the garrison commander (or designated representative) whenever maintenance, repair, or renovation is performed in an occupied housing unit or in the common areas of occupied multi-family housing. Workers (either in-house or contract) must comply with 24 CFR 35.

(b) Notification will consist of 2 elements. First, the worker must provide the resident a copy of the EPA's pamphlet: *Protect Your Family from Lead in Your Home*. Second, the worker must attempt to obtain from the resident a written acknowledgement that the resident has received the pamphlet. Retain a copy of the record of notification at the installation level in accordance with AR 25-400-2. Refer to the Army Records Information Management System records retention schedule located at <https://www.arims.army.mil/rnsanew/rssrch.asp>. Sample language is available at EPA's Web site: <http://www.epa.gov/fedrgstr/EPA-TOX/1998/June/Day-01/t14437.htm>.

(4) *Exemptions from notification requirements.* The following are exempt from notification requirements:

(a) Housing units constructed before 1978 that are certified as free of LBP. (Note that LBP-free means that FH has been found to be free of paint or other surface coatings that contain lead equal to or in excess of 1.0 milligram per square centimeter or 0.5 percent by weight.)

(b) Pre-1978 housing units that are vacant due to major renovation or between occupancy.

(c) Minor M&R activities (including minor electrical work and plumbing) that disrupt 2 SF (0.19 SM) or less of painted surface per component.

e. *Mold.* Exposure to mold can cause a variety of health effects and symptoms, including allergic reactions. Molds produce tiny spores in order to reproduce. Although there is no known practical way to eliminate all molds and mold spores in the indoor environment, indoor mold growth is controllable through moisture control.

(1) The mold problem is predominantly a preventive medicine issue. However, lack of adequate M&R may contribute to the moisture and mold problem. The DPW should work closely with the preventive medicine office to provide a healthy environment in facilities where the Army lives and works.

(2) The CHPPM has an aggressive mold prevention campaign and has established a data base to assist installation

DPWs and preventive medicine offices in dealing with mold issues. This valuable resource is found on CHPPM's Web site: <http://chppm-www.apgea.army.mil/>

7-10. Fire protection

Fire protection is one of the most essential operating services due to the destructive potential of fire to both life and property.

- a. The garrison commander will—
 - (1) Ensure that fire department services are available to extinguish fires.
 - (2) Install hardwired smoke detectors in housing facilities and inspect them as required by AR 420-90.
 - (3) Conduct fire inspections with qualified fire protection personnel and assure that the structure is in compliance with local fire codes.
 - (4) Continually publicize current fire reporting procedures and the necessity for having a fire escape plan specifying 2 means of escape from the housing facility.
 - (5) Publish installation fire protection regulations, precautions, and fire reporting instructions.
 - (6) Conduct fire prevention briefings and training.
- b. Residents will—
 - (1) Be familiar with fire precautions and take timely corrective action to prevent fire hazards.
 - (2) Conduct voluntary self-inspections and monthly fire drills and establish an accountability location outside the housing for evacuating family members.
 - (3) Test installed smoke detectors quarterly.
 - (4) Provide a portable, hand-held, multipurpose fire extinguisher for their permanent party housing when such housing is used as an FCC home under the provisions of AR 608-10 (see para 7-27).
 - (5) Know how to report fires.
 - (6) Attend command-sponsored briefings on actions to prevent fires in housing.

7-11. Smoke detection and fire suppression systems

a. *Smoke detection systems.* Hardwired automatic smoke detection systems will be installed in all housing units including mobile homes and Government-leased units. All Government-installed smoke detectors will be hardwired to an electrical circuit without a disconnect switch. This requirement is applicable to all Government-owned, -controlled, or -leased FH (including housing under 10 USC 2835) and Government-owned mobile homes in the United States. In new or replacement FH construction and revitalization projects, all Government-installed smoke detectors in the DU will be hardwired and interconnected. Privately owned mobile homes located on U.S. Army property will have hardwired automatic smoke detectors provided by the owner. Smoke detector systems will be located as follows:

- (1) *Family housing.* Install a single-station smoke detector between the bedroom area and the rest of the DU, on each additional level of the DU, and in the basement. Provide additional detectors when remote gang storage cubicles are used.
 - (2) *Other housing facilities.* See AR 420-90.
- b. *Fire suppression systems.* See AR 420-90.

7-12. Carbon monoxide detectors

Carbon monoxide (CO) is a colorless, odorless, tasteless, toxic gas produced by the incomplete burning of carbon-containing fossil fuels (coal, wood, charcoal, natural gas, and fuel oil). Examples of CO producing sources include space heaters, fuel fired furnaces, wood stoves, fireplaces, gas stoves, gas dryers, gas water heaters, charcoal grills, and automobile exhaust from attached garages.

- a. The CO detectors must be installed in all new or revitalized housing which has a source of CO, including that with attached garages.
- b. Although not a legal requirement, installations should install or provide CO detectors and/or alarms for existing housing units (owned and leased) which have a potential for CO poisoning.
- c. The CO detectors and/or alarms can be hardwired, battery operated, or plug-ins. The types used are at the discretion of the installation, but at a minimum should be Underwriter Laboratory (UL) listed.

7-13. Policy on multiple air conditioning units

a. Where A/C is authorized, the IMA director may approve the submission of improvement projects for the installation of multiple A/C units in existing facilities. DD Form 1391 (FY__ Military Construction Project Data) will be used for this purpose. This authority may be exercised when A/C use will—

- (1) Provide satisfactory comfort cooling.
 - (2) Result in the least life cycle cost compared to a central plant or a single refrigeration unit.
- b. The IMA director may delegate this authority in writing to individual regions. The final approving authority of

each project involving multiple A/C units will be responsible for maintaining complete documentation and records to support their decision.

c. Use of AFH incidental improvement funds for new A/C is not authorized (see para 7-24b).

7-14. Telephone and Internet service provider connection charges

a. Wiring.

(1) The Government is responsible for the provision and maintenance of wiring within the structure (walls, floors) of the housing unless host nation agreements alter responsibilities.

(2) Housing residents are not to pay the fee charged by any telephone or Internet service provider (ISP) company for maintaining or repairing wiring within the structure. Residents who pay the fee will not be reimbursed by the Government.

(3) The Government will not maintain the telephone or ISP instrument or the external wiring to the receiver or wall plate of the instrument. These costs, as well as subscription fees, are payable by the subscriber.

b. Telephone and ISP disconnect and reconnect costs. These costs are payable by the subscriber. In accord with paragraph 1-18k, partial DLA is intended to cover the costs which are incurred when the Government directs any housing move to or from Government housing.

7-15. Television and cable Internet connection charges

a. Cable television.

(1) The Government is responsible for providing and maintaining wiring and outlets for cable television (CATV) within the structure (see AR 25-1, para 6-4s).

(2) Garrison commanders may allow a commercial company to install a cable (television (TV) and/or Internet) system in housing areas and facilities. The system will include a service entrance terminal for each housing unit in the housing areas and housing facilities served. Such installation will be done at no cost to the Government. Subscriber costs will be borne by the housing unit resident.

(3) The CATV in some foreign areas may not have Armed Forces Network broadcasting. The CATV may be provided where the Armed Forces Network channel is not available.

(4) Installation of CATV or cable Internet must be coordinated with the commander of the U.S. Army Network Enterprise Technology Command (NETCOM)/9th Army Signal Command supporting activity.

(5) The CATV or cable Internet disconnect and reconnect costs are payable by the subscriber. In accord with paragraph 1-18k, partial DLA is intended to cover the costs for any cable connections which are incurred when the Government directs a move to or from Government housing.

b. Master/community antenna television.

(1) An M/CATV (see AR 25-1, para 6-4t) system may be provided only when adequate reception of the nearest commercial TV stations cannot be obtained on the most efficient type of indoor TV antenna and commercial cable TV is not available.

(2) The M/CATV system may use conventional antennas or satellite dishes. The garrison commander will select and approve the specific reception system to be used.

(3) Depending upon cost limitations, use construction or M&R funds for installation. Use maintenance funds for M&R.

Section II

Family Housing

7-16. Operations policies

a. The most effective and economic methods of providing utilities will be used.

b. Utility consumption will be measured, wherever feasible, by the use of meters. The types of metering available are individual, master, and sample (listed here in descending order of priority for measuring utility consumption).

c. Residents will conserve utilities. Repeated waste of utilities may be considered to be misconduct and constitute possible grounds for termination from housing (see para 3-19b).

d. Window air-conditioning units, including evaporative coolers, will not be used to supplement a central air-conditioning system.

e. Appropriated funds will not be used to haul or purchase firewood and coal for use in fireplaces or wood stoves. However, the periodic inspection and cleaning of chimney flue liners is an installation responsibility. Inspection and cleaning of chimney flue liners will be in accord with NFPA Standard 211, chapters 13 and 14.

f. The Government may provide custodial services in the common use areas of multi-family housing, such as apartment buildings where there are common hallways, entrances, elevators, and so forth.

g. In buildings with more than one DU, the costs of services performed in common use areas, on common structural components, and on common use systems, will be prorated among all DUs in that building.

7-17. Utility metering

a. Each installation should have a plan for metering water and all direct energy supplies (electricity and heating and/or cooling) at all FH areas.

b. This plan should ensure the following:

(1) All new construction of FH will have utility meters installed.

(2) Master meters will be installed as part of any new construction or revitalization project.

(3) Existing FH areas will be master metered. Where master metering is not economically practicable, individual DU meters will be installed.

(4) All multiple unit FH new construction and replacement projects and all significant alteration and major rehabilitation projects, which include the utility trades in more than a casual manner, will provide, where feasible, electric meter drops and, except for DU with coal-fired heating plants, heating fuel meter points as part of the project for each DU. (Electrical and/or mechanical trades should not be involved in FH rehabilitation projects solely for the purpose of meter and/or drop installation.)

c. This plan should also include the following:

(1) A method of reading and recording utility meter readings.

(2) An M&R program for the utility meters.

(3) The locations where utility meters need to be installed.

d. Individual utility meters may be considered in FH areas with high energy consumption when life cycle analysis shows this approach to be the most economical. Construction requirements should be developed as a post acquisition construction project.

e. The installation of master meters should be accomplished through the incidental improvements account to the maximum extent possible. For those projects that cannot be accomplished as incidental improvements or are not included as part of a rehabilitation project, a separate post acquisition construction project should be developed. The IMA region directors will update their metering programs on an annual basis.

f. Each installation should have on file the method used to determine the utilities consumption in FH until all utilities consumed in FH are based on metered use.

7-18. Identification of housing

a. Family housing will be provided with individual building numbers (front and, if necessary, back) which are readily visible to emergency vehicles. Signage must be consistent with Installation Design Guide (IDG) requirements.

b. The IMA region directors may approve the installation of individual name signs, if new, using AFH incidental improvement funds. Replacements made during a change of occupancy shall be charged to between occupancy maintenance. This authority may be delegated to garrison commanders.

c. Individual name signs, especially on senior officer DUs, present certain force protection and/or physical security concerns. Therefore, any program to install name signs should be coordinated with the installation force protection and/or security office.

7-19. Maintenance policies

a. General. The level of maintenance on DUs will be sufficient to protect the Government's capital investment and to prevent unnecessary operating costs to the Government.

b. Evaluation of condition of units. Through periodic inspection of units, M&R requirements will be recorded by building component and system. This will serve as a basis for the annual and long-range work plans for assisting in the development of the RPMP. The ISR condition inspections can be used to document quality condition information.

c. Work in common use areas. In buildings with more than one DU, the costs of M&R work performed in common use areas, on common structural components, and on common use systems, will be prorated among all DUs in that building.

d. Priorities. Critical M&R work will be done before incidental improvement work.

e. Maintenance and repair need. Available AFH resources will be used to maintain, repair, and improve FH based on need rather than the grade of residents. Residents' requests for painting of a decorative nature or for replacement of tiles, wall coverings, or other work on the basis of either compatibility with personal furnishings or for personal preference will not be approved.

f. Painting.

(1) Interior painting shall be done to maintain an attractive appearance and sanitary conditions, to protect finished surfaces, and to correct unsightly appearance. The minimum interval for cyclic painting is 3 years, unless the garrison commander determines on a case-by-case basis that some DUs require more frequent painting.

(2) Exterior painting of masonry, wood, and ferrous metal surfaces shall be done to maintain an attractive appearance, protect surfaces, and sustain water tightness. The normal interval for cyclic painting will be 5 years except when the garrison commander determines that more frequent painting is required.

(3) Permanent records of painting will be maintained for each FH facility per AR 420–70. These records will include documents which authorize painting at less than frequencies prescribed in (1) and (2) above.

(4) Painting solely or primarily for the purpose of decoration, to achieve standard color, or to match furnishings is not authorized, except in leased housing which may have other finishes. Change of occupancy is not a reason for painting.

(5) Interior painting while a DU is occupied will be done only when the resident is in agreement. The painting of occupied housing will be scheduled to minimize inconvenience to the resident, yet will be completed in the least number of days possible. Only that amount of work will be scheduled that can be completed and still allow the residents to carry on normal living activities at the end of that workday.

g. Floors. Where the primary floor finish requires major repair or replacement (in excess of 25 percent of total floor space), an economic analysis (EA) will be done to aid in determining the most acceptable alternative. The EA will be included in the project file.

(1) *Wood floors.* Wood floors which serve as the primary floor finish will be completely sanded and/or refinished when general deterioration has occurred. Such work will be done when the housing unit is vacant. Sanding will be kept to a minimum to ensure maximum life of the wood floor. Normally, an interval of not less than 10 years should elapse before sanding becomes necessary. Refinishing should be done not more than once every 4 years.

(2) *Carpeting.* Where carpeting is determined to be the most economical primary floor finish, it will be accomplished using either M&R funds or construction improvement funds as appropriate. Any decision to use carpeting should recognize normal issues associated with change of occupancy and the cost to remedy damaged surfaces.

(3) *Negligence.* Evidence of negligence, for example, damage from golf shoes, requires a report of survey, statement of charges, or cash collection voucher before refinishing a damaged floor.

h. Housing facility systems and components. Systems and components (such as roofing, structural, electrical, A/C, heating, plumbing, and so forth) will be repaired or replaced as needed. Theoretical life of a system or component is not sufficient basis for replacement.

i. Grounds and landscaping.

(1) *Boundaries.* The cutting, trimming, and watering of lawns in the designated immediate area of the DU will be the responsibility of the resident, as would be expected of a tenant in private housing of similar type and value. Normally, the boundaries of the designated immediate area of responsibility will be not more than 50 feet from the DU. However, this boundary may be extended out further to a logical line of demarcation, such as a road or a fence, or to encompass small common areas (see para 13–24a(8) for exceptions on certain GFOQ).

(2) *Apartment buildings.* Grounds maintenance around multi-story apartment buildings will be provided by the installation.

(3) *Grounds keeping.* Under no circumstances shall gardeners be assigned to fully maintain the grounds of a specific DU. Gardening services for the pruning and trimming of trees and shrubs shall be furnished, where required, on a routine cycle based on the growing season and plant characteristics. Generally, landscaping in the common areas surrounding housing units should be limited to group plantings which will not interfere with mechanized maintenance and will facilitate the use of gang mowers whenever possible. The cost of grounds care beyond the designated immediate area will be charged to the appropriate category of facilities as common grounds maintenance.

7–20. Cleaning incident to vacating housing

a. Resident cleaning.

(1) Residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Residents must complete at their expense the minimum cleaning standards for all of the housing items listed in table 7–1. Termination of housing assignment shall be in accord with guidance set forth in paragraph 3–10c(2).

(2) Exceptions may be made and the housing cleaned at Government expense when major M&R work is scheduled between occupancy, and a complete cleaning will be required after the work is completed.

b. Contract cleaning at resident expense. Garrison commanders may establish a procedure to allow residents to prepay a Government-approved custodial contractor for cleaning. Residents electing to use the services of a cleaning contractor will be advised that—

(1) The Government will not be a party to any contract or agreement between the resident and contractor (repository for funds excluded).

(2) When a copy of the signed contract between the resident and the Government-approved contractor is accepted by the housing manager, the resident has met his or her cleaning responsibility. The contractor is then responsible for completing all of the items in the minimum cleaning standards listed in table 7–1.

(3) For the purpose of starting housing allowances, the termination of housing assignment shall be in accord with guidance set forth in paragraph 3–10c(2). For housing office administrative purposes only, the DU will be considered occupied until the date of the final cleaning inspection, but not more than three working days beyond the end of the contract cleaning period.

(4) The use of a Government-approved contractor, other than an AAFES concessionaire, requires that a responsible

agent be designated to secure the cleaning fee until the housing has been satisfactorily cleaned and any liquidated damages owed to the Government have been paid. Government-approved custodial contractors must either be bonded or have an account which the Government can draw against in case of default.

(5) No Government-approved custodial contractor for cleaning can be associated with the Housing Office.

(6) When housing is cleaned by individual contract and the housing is not cleaned satisfactorily by the date specified in the contract (normally 1–3 days), the cleaning contractor will be assessed liquidated damages in an amount per day equal to the housing allowances of the former resident. Liquidated damages will be remitted to the OPLOC/FAO as a cash collection. If the housing has not been satisfactorily cleaned within a reasonable period, the housing manager will take necessary action to have the housing cleaned by other means and the contractor will be required to pay any additional costs above the original contract amount that are incurred by the Government for cleaning.

c. Contract cleaning at Government expense (OCONUS only). The directors of IMA regions (OCONUS) will establish an FH contract cleaning program at Government expense using AFH maintenance funds.

(1) Only personnel on PCS, separation, or retirement orders or personnel who are directed to move at the convenience of the Government are authorized to receive contract cleaning at Government expense.

(2) The TLA will be limited to 3 days for outgoing personnel who occupy Government-controlled FH. Exceptions to the 3-day limit will be documented and approved by the garrison commander on a case-by-case basis.

(3) As a minimum, residents will be responsible for conforming to the standards for residents receiving contract cleaning (table 7–1). The IMA region directors may increase the minimum cleaning standards requirements for residents set forth in table 7–1 as necessary due to fiscal constraints. Residents will not be given the option of cleaning the housing in return for monetary remuneration or authorization of TLA beyond 3 days.

(4) Termination of housing will be effective when the resident physically clears the housing or on the soldier's departure date from the command, whichever is sooner.

(5) Cleaning contractors will adhere to the established cleaning requirements.

(6) Residents not authorized Government contract cleaning are responsible for cleaning their own housing.

d. Liability.

(1) Residents have—

(a) Responsibility and/or liability for damage to housing or furnishings exceeding fair wear and tear.

(b) Responsibility for the level of cleaning required of the resident by the cleaning procedures identified in *a*, *b*, or *c* above.

(2) When a resident fails to clean, or contract with an approved custodial contractor for cleaning, assigned housing prior to a PCS or expiration term of service (ETS), the Government must arrange to have the housing cleaned. In such cases, the resident is liable to the Government for costs incurred.

7–21. Restoration of damaged or destroyed dwelling units

a. A DU damaged or destroyed by fire or natural disaster may be restored when there is a need for the unit. Restoration costs up to 50 percent of replacement cost will be funded with M&R funds. Where restoration costs exceed 50 percent of the replacement cost, a determination will be made by HQDA as to the funds (either M&R or construction) that will be used to assure expeditious accomplishment of required work. Except for GFOQ, the cost to repair or restore a DU damaged or destroyed by fire, flood, or other disaster does not count against the major M&R limitation of \$20,000 per DU per FY (see para *c* below).

b. Foreign source units provided for U.S. Government use, which are insured as evidenced by annual AFH insurance premium payments, will not be restored with AFH funds.

c. Restoration costs of less than \$20,000 per DU shall be approved by the approval authority level to which delegated. Costs of \$20,000 or more per DU and costs for ORP facilities exceeding 50 percent of replacement cost require ACSIM and/or ASA(I&E) approval (see app B).

d. Requests for restoration projects which require HQDA approval will be submitted by the most expeditious means but in no case later than within 30 days of the fire or disaster. The request will include the information and use the procedures specified in AR 420–10, paragraphs 4–8b(1) through (11). Figure 7–1 presents a suggested format for a FH DU restoration project approval request. Users should adjust the format to correspond to their individual requirements. Use only those stub entries in Figure 7–1 which accommodate the specific requirements of the DU project.

**SUGGESTED FORMAT FOR AN APPROVAL REQUEST
TO RESTORE A DAMAGED DWELLING UNIT**

Installation:

Project Title:

1. Description of the dwelling unit (DU):
2. a. DU address:
b. Date DU constructed:
c. Date and type of last major project:
3. Type of damage (fire, wind, water, snow, ice, other):
4. a. Date of incident:
b. Actual or probably cause of incident:
c. For fire-damaged DU only:
(1) Indicate whether there were hardwired smoke detectors in the DU. If so, indicate their location(s).
(2) Indicate whether they activated to warn the occupants of the fire.
(3) Indicate whether the smoke detectors were interconnected so that when one sounded an alarm, they all sounded alarms.
5. Extent of damage (if more than one DU damaged, describe each):
6. Scope of work (major job elements) for each DU:
7. Cost of repairs (show breakdown of funded costs by major components) for each DU even if less than \$20,000:

Figure 7-1. Suggested format for a request for approval of a restoration project

ITEM OF WORK	QTY	U/M	U/C	TOTAL
SUBTOTAL				
Contingency 5%				
TOTAL				
Supervision and Administration 5.7% (CONUS) / 6.5% (OCONUS)				

TOTAL Project Cost:

8. Replacement costs (use Tri-Service Cost Model):

$$\text{Authorized size in SF} \times \text{cost/SF} \times \text{area cost factor (ACF)} \times \text{Project Size} \times \text{Unit Size} = \text{DU Cost}$$

9. Space utilization:
 - a. Results of latest housing requirements survey shows:
 - (1) Current deficit/surplus—Number of DUs:
 - (2) Long range deficit/surplus—Number of DUs:
 - b. Average number on waiting list for this type DU:
 - c. Impact if repairs are not accomplished:

10. Environmental assessment:
 - a. Summary:
 - b. Indicate if asbestos/lead-base paint was in the unit. (If yes, explain what has been/is being done to preclude hazardous exposure):

11. State if negligence or abuse is suspected. If yes, state whether action under 10 USC 2775 has been initiated to recover costs and what type of action. Indicate also, if a Report of Survey was completed, the date and results of the survey.

Figure 7-1. Suggested format for a request for approval of a restoration project—Continued

e. When a DU is damaged or destroyed, a Report of Survey must be initiated in accord with AR 735-5. If the Report of Survey finds that the soldier was negligent, he or she will be charged for damages in accord with the findings.

f. In the event that the damage to or destruction of the DU results from resident abuse, misconduct, or neglect, the resident may be offered the opportunity to perform the repair or replacement. Should the resident elect to perform the repair or replacement, work will conform to the standards and criteria prescribed by the DPW. Completed work must have DPW approval. When repair or replacement is done at the resident's expense, a request for a restoration project may not need to go forward from the installation. Should the Government perform the repair or replacement, the resident will reimburse the Government.

7-22. Maintenance and repair projects

a. *Design cost.* Maintenance and repair project design cost is an unfunded project cost. Architectural and engineering services (direct costs) cannot exceed 6 percent of the estimated project cost for design, drawings, and specifications.

b. *Concurrent work.* The M&R performed concurrently with a construction improvement project can be funded with post acquisition construction funds. Construction improvement projects, however, may not be funded with M&R funds.

c. *Major maintenance and repair projects exceeding \$20,000.*

(1) Any major M&R project within the 5-foot building line, including concurrent incidental improvements and including costs for asbestos and LBP removal, which is expected to be \$20,000 or more (absolute, that is, not adjusted by area cost factor) per DU per FY must be sent to HQDA, ACSIM (DAIM-FDH).

(2) Major M&R projects include work necessary to provide adequate FH DUs by repairing or replacing deteriorated building components, that is, kitchen counters and cabinets, floors, walls, windows, mechanical, electrical, A/C and plumbing systems, kitchen and bath fixtures, roofing, exterior siding, and abatement of LBP, asbestos materials, and mold. Major M&R does not include SOs; routine maintenance, including interior and exterior painting (except where painting is included in a major M&R project); and work done outside the 5-foot line.

(3) Project documentation will include the documents listed below.

(a) DD Form 1391.

(b) Detailed cost estimate.

(c) IMA transmittal memorandum or message requesting approval.

(d) Where total programmed amount exceeds \$50,000 per DU, include an economic analysis documenting 25 year life cycle costs of at least the following alternatives: replacement and/or new construction, Government lease, private rental using BAH, and Government purchase.

(e) The total post acquisition construction and non-routine maintenance for the DU or set of DUs over the past 5 years.

(f) An indication as to whether the project is identified as concurrent M&R on a DD Form 1391 for a post acquisition construction project.

(g) Identification of costs for asbestos removal, LBP abatement, and mold abatement, if any.

(4) Project documentation for major M&R projects costing \$20,000 or more must be provided on each such project for the current FY + 2 and the current FY + 3. Project documentation will be submitted concurrent with each year's POM and/or BES data input. For example, submit FY 2008 and FY 2009 project documentation in FY 2006. Unforeseen requirements should be forwarded to ACSIM (DAIM-FDH).

d. *Cost increases.*

(1) *Approved major M&R projects less than \$20,000.* If the estimated funded cost of a project increases after approval, project execution may be continued without further approval when all of the following conditions have been met:

(a) The revised funded cost does not exceed \$20,000 per DU or \$1,000,000 per project.

(b) The increase does not exceed 25 percent of the approved funded cost.

(c) The increase does not bring the revised funded cost over 50 percent of the replacement cost of any DU affected by the increase.

(2) *Approved major M&R projects of more than \$20,000.* Should the estimated funded cost of a project increase after approval, project execution may be continued without further approval when all of the following conditions have been met:

(a) The ACSIM (DAIM-FDH) has been notified through the IMA region director.

(b) The increase does not exceed 25 percent of the approved funded cost.

(c) The increase does not bring the revised funded cost over 50 percent of the replacement cost of any DU affected by the increase.

(3) *If conditions are not met.* If the conditions specified in either (1) or (2) above, as appropriate, are not met, project execution will be halted until reapproval is obtained.

(4) *Where unforeseen problems exceed cost.* Where unforeseen asbestos, LBP, and/or mold costs cause the \$20,000 threshold to be exceeded after approval, HQDA will provide Congress with after-the-fact notification.

e. Out-of-cycle and/or emergency requests.

(1) The cumulative total of all major M&R work, including incidental improvements, may not exceed \$20,000 (absolute) per DU in a FY without HQDA approval.

(2) Emergency requirements and requirements necessary to ensure the health and safety of residents will be submitted expeditiously to HQDA, ACSIM (DAIM-FDH) for appropriate action.

7-23. Maintenance standards

Qualitative standards of maintenance for FH real property assets are set forth in appendix E.

7-24. Incidental improvements

a. Certain minor improvements, within the limits cited in appendix B may be approved using FH O&M funds. However, where incidental improvements plus M&R work done concurrently with a construction improvement project exceed the statutory post acquisition construction dollar limitation per DU (as adjusted by the area cost factor), congressional approval must be obtained.

b. Incidental improvement authority will not be used to increase the size of any DU, increase the number of rooms in any DU, add A/C to any space not presently air conditioned, or add new or alter existing exterior appurtenances such as garages, carports, detached facilities, patios, decks, porches, rear yard fencing, or lawn sprinkler systems.

c. Under normal circumstances, incidental improvements should be done concurrently with M&R work, except for security, health, and/or safety improvements that should not be delayed.

d. Incidental improvements will not be accomplished on a specific DU when M&R has been deferred on the DU unless the work is for security, health, and/or safety improvements which should not be delayed.

e. Incidental improvements will be accomplished fairly among all residents irrespective of grade.

7-25. Support for exceptional family members

a. To accommodate family members with disabilities, appropriate modifications may be made to a DU on a case-by-case basis.

b. These modifications will be accomplished as follows:

(1) Modifications costing less than \$20,000 per DU can be approved by the IMA region director and will be accomplished using incidental improvement funds. Modification costing more than the statutory dollar limit per DU for a post acquisition construction project will require congressional approval.

(2) The funding source for modifications which are estimated to cost \$20,000 or more, will be determined by HQDA after reviewing the documentation submitted and considering congressional notification requirements. Requests for approval will be sent to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.

(3) The project file should contain a statement from the medical activity supporting the installation (not a private physician) that the requirement is valid and the modification will meet the needs of the family member.

(4) Documentation supporting the request must clearly describe the work to be done and show that the proposed work is the most cost-effective approach to satisfying the requirement. Documentation must include an explanation of why other on-post housing cannot meet the need (for example, why a ground-floor DU cannot be used in lieu of an above-ground DU in an apartment building).

(5) Documentation should also include the following:

(a) A floor plan showing the proposed modifications.

(b) Description of the DU including type, grade of resident, number of stories, single- or multi-unit, and number of bedrooms.

(c) Statement that the DU is the best available for modification in terms of location, interior configuration, and access from the street.

(d) Statement as to whether this DU will be permanently retained for use by families that have family members with disabilities.

(e) Indication as to whether there have been or are scheduled additional major M&R projects on this DU in this FY which, when combined with the project for an exceptional family member, will exceed \$20,000. In such cases, contact ACSIM (DAIM-FDH) for appropriate action.

(f) For projects costing \$20,000 or more, use a DD Form 1391.

(6) All equipment directly supporting the DU to be modified must be considered when evaluating costs. The cost of portable equipment supporting a single DU cannot be prorated among several units to lower the per-unit costs; however, if the equipment is subsequently used to support another DU, its cost is not included when considering costs to modify the second DU.

c. Normally, a DU modified to accommodate family members with disabilities should not have to be altered a second time to make it suitable for normal reassignment. However, each case must be considered individually. The costs for any such re-alterations are subject to normal M&R project approval limitations.

d. The determination as to what modifications for family members with disabilities can be incorporated in an approved whole house improvement project is dependent upon the description of the project in the DD Form 1391 and the language of any contract that has been awarded. If a contract has been awarded, the contracting officer must determine whether such modification can be made.

7-26. Change of occupancy

a. Interior painting, floor refinishing, and major repair, if required, will normally be performed between occupancies. The scope of work to be done will be determined at the time of the inspection incident to departure of the outgoing resident.

b. Involvement of the outgoing resident in the change of occupancy process can be helpful in achieving a cost-effective occupancy change. The departing resident can identify needed work and is encouraged to allow work that does not compromise habitability to be performed prior to vacating. This should help screen out work not required and ensure the turnover of the DU to the next resident as quickly as possible.

7-27. Director of Public Works support for family child care homes

a. The DPW is responsible for the following Life Safety Code requirements of AR 608-10 and NFPA Standard 101:

(1) Providing slip resistant treads per exterior and/or general area stair tread requirements contained in NFPA Standard 101, paragraph 5-2.2.4.4. and reasonably slip resistant treads for all interior stairs in FH. The use of anti-slip paint, carpeted treads, or any roughened surface is considered acceptable.

(2) Prohibiting FCC homes above the 4th floor in Government-provided FH.

(3) Providing 2 means of escape from every bedroom and living area (one exit must be a door or stairway to the outside whereas the other may be a window).

(4) Installing a hardwired smoke detector between the bedroom and living areas, on each additional level of the living units, and in stairwells of multi-story FH in accord with AR 420-90.

(5) Making any additional modifications required to meet the NFPA Standard 101, standard for a 1-hour fire barrier between mixed occupancies.

(6) Conducting fire inspections per AR 420-90.

b. The FCC provider must provide the following:

(1) A portable, hand-held, multipurpose fire extinguisher to include the provision of appropriate training on its use.

(2) Any additional modifications required by insurance companies that are not covered by the Life Safety Code.

c. Safety inspection of FCC homes must be conducted per AR 385-10 and AR 608-10. Identified safety deficiencies must be corrected. However, the DPW is not authorized to use AFH funds to provide more stringent FCC fire safety features than required by current fire and life safety standards for single and multiplex FH.

d. The FCC homes will receive priority for the elimination of possible health hazards caused by LBP and lead in drinking water.

7-28. Use of resident-owned window air conditioning units and ceiling fans in existing dwelling units

a. Residents may install their own window A/C units or evaporative coolers, or ceiling fans, where no Government-provided units exist subject to the following:

(1) Design criteria authorize A/C or evaporative cooling at that installation.

(2) The resident is responsible for cost of placement including electrical work, removal of units, restoration of openings, required inspections, and maintenance of the A/C unit.

(3) Approval of the DPW is obtained before installation of A/C units or electrical work. Completed work will be inspected by the DPW and must meet the requirements established by the DPW.

(4) Maximum electrical load of proposed window units for the DU will be prescribed by the DPW and will not exceed that of a properly sized A/C unit for that DU.

(5) Electrical work will be done only by qualified electricians upon approval of the DPW.

b. Capacity of the exterior and interior electrical distribution system must be sufficient to carry the added load of the units.

c. Only low amperage, high efficiency window units should be installed as prescribed by the DPW.

d. Resident-owned equipment abandoned in place by the resident or accepted by the Government will become Government-owned property. Electrical circuits and outlets installed at resident expense and abandoned in place will become part of the real property. Abandoned window A/C units that are not authorized will not be replaced regardless of source of funds.

7-29. Replacement of heating, ventilating, and air conditioning systems in older dwelling units

Many older FH buildings require improvement or major repairs or both including the upgrading or replacement of the heating, ventilating, and air conditioning (HVAC) systems. These early buildings were constructed before the advent of A/C and the present day concept of central heating. Because of potentially high costs associated with HVAC systems, DD Form 1391 must address the economic analysis requirements identified in paragraph 14-16c.

7-30. Maintenance and repair of master/community antenna television and Government-provided television antenna systems for family housing

The garrison commander is responsible for maintaining any M/CATV and Government-provided TV antenna systems identified on the FH real property records from antenna to wall outlet. The M&R funds will be used as prescribed in paragraph 7-15.

7-31. Telephone wiring and internet service for family housing

a. Conduit, wiring, and outlets will be installed and maintained by the Government. Telephone and Internet service instruments and service are a resident responsibility.

b. If an official telephone is installed in an FH DU for mission reasons, the resident must maintain a private telephone for personal calls at his or her expense.

7-32. Maintenance downtime

The time during which DUs are out of service due to M&R must be minimized. Appendix F provides guidelines for minimizing downtime due to M&R work.

7-33. Approval authorities and limitations

The M&R approval authorities and cost limitations are contained in appendix B.

Section III

Unaccompanied Personnel Housing

7-34. General

a. Operating services and M&R will be accomplished per AR 420-10.

b. All UPH will compete equally for operating services and M&R.

7-35. Responsibilities for operation and maintenance

a. Garrison commanders will ensure that—

(1) Housing is in good condition at time of assignment.

(2) On assignment, permanent party residents are instructed in writing of their responsibilities.

(3) The Government's investment in the housing is protected and residents fulfill their responsibilities. This includes participation by permanent party residents in the Self-help Program (see AR 420-70).

(4) Maintenance of facilities is timely, effective, and economical so as to provide the best service to the resident at optimum energy efficiency and cost effectiveness for the Government.

(5) A continuing program for conserving utilities is enforced.

(6) Action is taken per AR 735-5 when loss or damage of Government-owned property occurs.

(7) Building components which are unsafe for residents to reach are cleaned or replaced.

(8) Grounds are maintained.

b. Housing managers will—

(1) Identify requirements to the DPW to support planning, programming, and budgeting actions for operating services, nonrecurring maintenance, and repair.

(2) Monitor and review operating services and M&R provided by the DPW or by contract.

7-36. Custodial service in unaccompanied personnel housing (permanent party)

a. Custodial services may be provided in common use areas per AR 420-70.

b. Housekeeping services within individual living areas will be paid from service charges collected from personnel who receive maid service (para 2-3b(2)). Personnel who elect to not receive in-room maid service will be responsible for the cleanliness of their rooms.

7-37. Cleaning incident to vacating unaccompanied personnel housing (permanent party)

a. Resident cleaning. Residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Assignments will be terminated when the housing has been properly cleaned as determined by the housing office, or on the soldier's departure from the command, whichever is sooner. Exception may be made per paragraph 7-20a(2).

b. *Contract cleaning at resident's expense.* Provisions of paragraph 7-20b apply. However, the liquidated damages rate for UPH(PP) will be the BAH at "without dependent" rate, that is, if the resident is married but unaccompanied by family members, use the BAH rate for an unmarried soldier of the same grade.

c. *Contract cleaning at Government expense (OCONUS only).* A UPH contract cleaning program may be established for SOQ, OQ, and SEQ using O&M funds when a TLA cost savings can be realized as determined by directors of IMA regions. Provisions of paragraph 7-20c apply. In addition—

(1) Government-contract housing cleaning will be provided only to *bona fide* bachelors and those serving "all others" tours.

(2) Housing cleaning will be limited to SOQ, OQ, and SEQ located in buildings separate and apart from soldier barracks buildings.

(3) Cleaning standards will be adjusted as necessary to accommodate requirements for cleaning UPH(PP).

d. *Minimum cleaning standards.* Minimum cleaning standards are contained in table 7-1.

e. *Liability.* A UPH(PP) resident's liability is essentially the same as that for an FH resident (see paragraph 7-20d).

7-38. Telephone wiring and service for unaccompanied personnel housing (permanent party)

a. The government will install and maintain conduit, wiring, and outlets for one telephone per UPH(PP) sleeping room. Residents are responsible for telephone instruments and service (see AR 25-1, para 6-41 and para 7-14, above).

b. Class "C" (official restricted) and pay telephones will be installed in common use areas.

c. Should an official telephone be installed in a UPH(PP) space for mission reasons, the resident will maintain a separate private telephone for personal calls at the resident's own expense.

7-39. Maintenance and repair of master/community antenna television and Government-provided television antenna systems for unaccompanied personnel housing (permanent party)

Any M/CATV and Government-provided TV antenna systems that support UPH(PP) will be maintained by the garrison commander. The M&R funds will be used per paragraph 7-15.

7-40. Resident-owned equipment, appliances, and improvements

The garrison commander will establish policies for the installation and use of resident-owned equipment, appliances, and built-in improvements that are compatible with applicable Army and IMA policies.

Table 7-1
Minimum cleaning standards for housing

Item	Government contract cleaning	
	Resident	Contractor
Floors, rugs and installed carpet		
Sweep or vacuum.	x	
Remove stains, wax, and dirt sediments.		x
Damp mop floors.		x
Wax tile and wood floors evenly without streaks.		x
Clean area rugs and installed carpeting to remove dirt and spots.		x
Walls and ceilings		
Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls.	x	
Remove all nails and hooks.	x	
Remove all dirt, smudges, and other spots.		x
Windows		
Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film.		x
Clean windowsills, curtain rods, and blinds.		x
Remove screens, brush and wash to remove lint and dust, and reinstall.		x
Doors		
Remove all paper, tape, nails, gum, crayon marks, dirt, and heavy stains on both sides.	x	
Clean interior and exterior doors and frames so that they are free of dust and stains on both sides.		x
Lighting fixtures		
Ensure all fixtures have operating light bulbs.	x	
Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks.		x
Remove, clean, and replace globes and lampshades.		x

Table 7-1
Minimum cleaning standards for housing—Continued

Item	Government contract cleaning	
	Resident	Contractor
Cabinets, closets, drawers, and shades		
Remove all shelf paper, tape, staples, and tacks.	X	
Remove all food particles, trash, and personal items.	X	
Clear and wash all surfaces so that they are free of dirt and stains.		X
Mirrors		
Clean to shine with no streaks.		X
Radiators, pipes, and heating vents		
Wash radiators, pipes, and vent registers.		X
Remove dirt, sediments, and stains.		X
Refrigerator and freezer		
Defrost and wipe doors.	X	
Remove all food particles.	X	
Unplug and leave door open.	X	X
Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils.		X
Clean and replace drain pan.		X
Clean surface beneath, above, and behind appliance.		X
Move appliance away from wall for cleaning and move back after cleaning.		X
Range		
Remove all burned/crusted-on food from accessible surfaces.	X	
Wipe down range.	X	
Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks.		X
Move range for cleaning areas under, above, behind, and on either side.		X
Ventilation, air vents, and range hoods		
Wipe down range hood.	X	
Wipe down air vent grills and replace filters as necessary.	X	
Remove completely grease, stains, and dirt sediments inside and outside.		X
Clean or replace permanent filters.		X
Dishwasher		
Wipe down interior and exterior surfaces.	X	
Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser.		X
Remove mineral deposits in bottom of machine and on inside of door.		X
Kitchen, bathroom, and toilet		
Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.	X	
Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware.		X
Clean wall and floor tile.		X
Polish all equipment, fixtures, and wall tiles to a streak-free shine.		X
Trash cans		
Empty and remove any crusted-on garbage.	X	
Empty and clean.		X
Upholstered furniture		
Wipe down and remove stains.	X	
Clean to remove lint, dust, and dirt.		X
Remove spots and stains to the maximum extent possible.		X
Wooden furniture		
Wipe down and remove stains.	X	
Clean to remove dust, dirt, food particles, and streaks.		X
Lightly wax outside surfaces and polish to a shine.		X
Clean doors and drawers to be free of dust, dirt, or other foreign matter.		X
Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.		X
Bedsprings, box springs, and mattresses		
Wipe down and remove stains.	X	
Clean to remove dirt, dust, and other loose matter.		X
Outside area		
Sweep and clear all debris from carports, patios, balconies, and walks.	X	
Remove oil or grease from paved areas.	X	
Accomplish normal yard maintenance.	X	

Table 7-1
Minimum cleaning standards for housing—Continued

Item	Government contract cleaning	
	Resident	Contractor
Self-help Accomplish all self-help items per local requirements.	X	
Miscellaneous Remove all personal items before final inspection.	X	

Chapter 8 Resident Relations

8-1. Scope

This chapter establishes policy, defines responsibilities, provides guidance, and sets forth procedures for resident-related programs and for occupancy and termination inspections.

8-2. Policies on resident-related programs

- a. Garrison commanders will be responsive to the needs of housing residents.
- b. Residents of housing will satisfy normally accepted obligations and abide by local regulations so as to promote an amicable relationship among residents and between residents and the housing manager.
- c. Applicants for and residents of Army housing will be treated in a prompt, courteous, and professional manner at all times by housing office personnel.
- d. Residents will be clearly advised of theirs and the Government's responsibility for the care and cleaning of housing.
- e. Inspections will be conducted prior to the assignment of and departure from permanent party housing.
- f. Housing inspections will be conducted with consistency and without regard to rank of resident.
- g. Housing residents will be made aware of resident liability policies and procedures.

8-3. Shared responsibilities

By its nature, housing must entail a shared responsibility involving both the provider and the user.

- a. *Garrison commander.*
 - (1) The garrison commander will—
 - (a) Develop and issue clear and precise local regulations governing conditions of occupancy.
 - (b) Provide residents of permanent party housing (both family and UPH(PP)) with a resident handbook or information booklet. Include information and guidance on fire protection, precautions, and reporting.
 - (c) Provide each resident with a memorandum that explains his or her potential for pecuniary liability and recommends the resident consider securing personal insurance coverage (paras 8-7 and 8-8).
 - (d) Develop and implement an FH resident orientation plan (para 8-4).
 - (e) Ensure that all Government housing is safe, decent, and sanitary at the time of assignment of resident.
 - (f) Maintain suitable and attractive living conditions in Army housing.
 - (g) Ensure that all personal information contained in housing office files is maintained in strict accordance with the provisions of the Privacy Act.
 - (h) Ensure that disruptions to housing residents resulting from M&R work is kept to a minimum.
 - (i) Advise residents of Government-leased housing of any special requirements they may be subject to under the provisions of the lease.
 - (2) The garrison commander, or a duly designated representative, upon reasonable notice to the resident and at reasonable times, may enter the premises in order to—
 - (a) Inspect the property.
 - (b) Make necessary repairs, alterations, or improvements.
 - (c) Supply necessary or agreed upon services.
 - (3) The housing representative will have (in decreasing order of preference) a representative from the resident's command or unit, a security officer, or a disinterested 3rd party accompany him or her when entering the DU, if residents are not at home when premises are to be entered on behalf of the garrison commander (see app G-2).
- b. *Resident.* Permanent party residents will—
 - (1) Be familiar with the contents of the FH residents' handbook or UPH(PP) housing information booklet.
 - (2) Ensure that housing is returned in good condition, less normal wear and tear, upon termination of occupancy.

(3) Perform routine housekeeping functions including minor maintenance and simple repair necessary to keep their assigned housing and any assigned Government–provided furnishings in good condition.

(4) Be responsible for their actions and those of their family members and guests.

(5) Comply with local regulations regarding the care and control of pets.

(6) Secure approval before soliciting within a housing facility or area or conducting a private business in an FH unit, UPH facility, or housing area.

(7) Record the possession of dangerous weapons with the provost marshal and use them only in designated areas in accord with local regulations.

(8) Notify the housing maintenance office or billeting office, as appropriate, promptly whenever the housing structure, components, equipment, furnishings, or fixtures contained therein become defective, broken, damaged, or malfunction in any way.

(9) Refrain from installing or using any equipment that will overload any structural, gas, water, heating, electrical, sewage, drainage, or A/C systems of the assigned housing.

(10) Be familiar with fire precaution, prevention, and reporting measures.

(11) Be potentially liable for damages to or loss of Government property (para 8–8).

(12) Cooperate with area, building, and/or stairwell coordinators on common area responsibilities.

(13) In foreign areas, secure DPW approval to use outdoor cooking equipment, such as grills, or to display flower boxes in multistory buildings.

c. Residents of Government–leased housing. Residents living in Government–leased housing will comply with the requirements in *b*, above.

d. Residents of private rental housing. Such residents are subject to the provisions of the leases for their housing units.

8–4. Resident orientation

a. Installations will conduct an orientation for residents of FH within 30 days of assignment to housing. This orientation will include the following:

(1) Distribution of the resident’s handbook and local regulations.

(2) Indoctrination into the self–help program.

(3) Introduction to the local community and the services provided.

(4) Discussion of local procedures and points of contact in housing.

(5) Discussion of living conditions for Government–leased and private rental housing (in foreign areas only).

b. Residents of UPH will receive their orientation via rules posted and/or information booklets located in their housing facilities.

8–5. Community associations

a. Community associations provide an excellent forum for the interchange of ideas between FH residents and the garrison commander. They also provide channels of communication among residents which will enhance the feeling of community and sense of “homeownership.”

b. The housing manager should ensure wide dissemination of information about the existence of local community associations or installation policies concerning their formation. This will give all residents an opportunity to participate.

c. Residents should be encouraged to take the initiative in establishing and organizing community associations and electing association presidents or mayors and other officers. Upon request, the garrison commander will assist residents interested in forming such an association.

d. Community associations offer a valuable channel of communications between the installation and its residents. The housing manager should maintain an active interest in association activities and attend their meetings to answer questions, become aware of problems, and offer assistance.

8–6. Mediation of resident complaints

a. The housing manager has the responsibility for mediating resident complaints regarding housing. Complaints that can be resolved quickly without extensive investigation, and to the satisfaction of all parties concerned, may be handled informally. All other complaints must be made in writing, signed by the complainant, and submitted to the housing manager.

b. Complaints must be handled with the strictest impartiality. Comments implying guilt or responsibility must be avoided until a thorough inquiry has been made and a firm basis exists for a conclusion.

c. Where a complaint requires an investigation, the investigation will be conducted in accord with AR 15–6. Experienced civilian professional housing managers in grade GS–13 and above may be appointed as investigating officers to investigate complaints regarding housing.

(1) An investigation or inquiry will not be initiated until the initial information has been received, screened, and evaluated.

- (2) In cases involving more than one resident, the positions of all residents involved must be understood.
- (3) Where cases cannot be resolved between or among the individuals concerned, it may be advisable to discuss the problem with all parties involved and the garrison commander.
- d. Belligerent residents who are unwilling to settle problems and who are a continual source of conflict, disturbing the peace and harmony of the housing facility, housing area, or neighborhood, should be considered for termination from housing.
- e. A report of any investigation or inquiry, results, and actions taken will be retained in the housing office in accordance with the Army Records Information Management System records retention schedule.

8-7. Insurance

The Government does not provide insurance for the resident's personal property or for the personal liability needs of the resident. Residents are strongly encouraged to secure both personal property and personal liability insurance coverage to protect themselves.

8-8. Resident's potential pecuniary liabilities

- a. Residents are responsible and may be held liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, caused by their abuse or negligence or that of their family members or guests. This includes loss or damage caused by pets. Loss or damage due to normal wear and tear, as determined by a qualified technical inspector is excepted.
- b. Housing residents will be informed of and will acknowledge in writing their responsibilities and potential for liability at the time of assignment to Government housing. Also, the condition of the housing unit will be validated at both assignment and termination.
- c. AR 735-5 sets forth Army policy guidance and procedures to be followed in the investigation and adjudication of cases involving damage to assigned housing and related equipment and furnishings.
- d. Appendix G provides a formal statement of liability policy and contains formats for acknowledgement of occupancy responsibilities and potential liability.

8-9. Government's liability to resident

Claims may be considered for damages to or loss of personal property due to fire, flood, hurricane, or other unusual occurrence not caused by the resident. The loss must be incident to service, and possession of the property must be reasonable, useful, or proper under the circumstances. Claimants should consult AR 27-20 and contact the nearest OSJA, Claims Division.

8-10. Housing inspection program

This program is designed to ensure that the residents are provided with clean and decent living accommodations, to familiarize the residents with the installation's and residents' responsibilities, to instruct the residents in equipment operation, and to maintain equitable treatment of all residents. The inspection program for permanent party will consist of at least 2 inspections (check-in and termination) to ensure protection of the interests of the resident and the Government. The IMA region director may require pre-termination inspections or delegate the option to the installation.

- a. *Family housing.*
 - (1) *Check-in inspection.* Occupancy of the DU is contingent upon completion of a mutual inspection of the DU, its grounds, and its furnishings by the prospective resident and the housing manager's representative. Conditions at check-in will be noted on the check-in portion of the condition report, which is developed locally. During the check-in inspection, the housing representative will accomplish the following:
 - (a) Complete the condition report. If at any time during the first 15 days after accepting the DU, a condition is noted that differs from the entries recorded on the condition report, the resident must submit discrepancies in writing to be received by the housing office within 15 days.
 - (b) Define resident responsibilities regarding maintenance.
 - (c) Brief the resident on energy conservation.
 - (d) Demonstrate operation of electrical and mechanical equipment, including range, refrigeration, and any other appliance.
 - (e) Inform the resident of various programs and services, such as self-help, emergency service, and trash collection.
 - (f) Advise the resident that housing will be inspected prior to termination of assignment.
 - (g) Provide telephone number for point of contact in the housing office and the maintenance service desk.
 - (h) Advise that the resident will be scheduled for an orientation as soon as possible but within 30 days of date of assignment.
 - (2) *Pre-termination inspection.*
 - (a) Residents will notify the housing office upon receipt of PCS orders or 30-45 days before departure, whichever is

most appropriate, to schedule termination inspections and, where contract cleaning is done at Government expense, to arrange for contract cleaning.

(b) A pre-termination inspection may be conducted approximately 30 days prior to the termination inspection. Where a Government-approved custodial contractor is involved, this inspection may serve as a turnover (resident to contractor) inspection. During this inspection self-help repairs that must be completed before the termination inspection will be identified. Detailed cleaning requirements will be noted. The condition of all items covered in the check-in inspection will be noted and compared. Finally, a detailed inspection will be made to determine what between occupancy M&R is required. Required M&R will be scheduled with the DPW immediately following its identification.

(3) *Termination inspection.*

(a) The termination inspection is jointly conducted by the resident and a housing representative using the termination section of the condition report after housing is vacated but prior to formal termination of assignment. It ensures that the appropriate cleaning standards, as specified in table 7-1, have been met and provides for any necessary action for claims against the resident. If the DU fails the inspection, a reinspection is scheduled at the earliest mutually acceptable time.

(b) The resident may opt to clean his or her own housing or have a 3rd party do the actual work. This will not relieve the resident of the obligation to pass the termination inspection unless the 3rd party is a Government-approved custodial contractor, or AAFES concessionaire, and is prepaid by the resident (para 7-20).

b. *Unaccompanied personnel housing (permanent party).*

(1) Check-in and termination inspections will be jointly accomplished by the resident and a representative of the housing office or unit commander, as appropriate.

(2) The resident will leave the UPH space suitable for immediate reassignment. Standards consistent with table 7-1 will be established by the garrison commander.

(3) Orders terminating the assignment of UPH(PP) will specify the date housing was terminated. Termination orders will be distributed in the same manner as for FH per paragraphs 3-10d(1) and (2).

Chapter 9 Furnishings

Section I Management of Furnishings

9-1. Scope

This chapter sets forth policy and procedures for managing Government furnishings authorized by common table of allowances (CTA) 50-909 and CTA 50-970 for the following:

- a. Government-controlled FH and UPH.
- b. Private rental housing used by eligible personnel as identified in this chapter.

9-2. Furnishings management groupings

For purposes of managing and reporting, furnishings are divided into the following groups:

- a. Family housing furnishings.
- b. Unaccompanied personnel housing furnishings.

9-3. Responsibilities for furnishings management

a. *Headquarters, Department of the Army.* The ACSIM will develop policy and general procedures for the provision of furnishings and the management of housing furnishings programs.

b. *Installation Management Agency director.* The IMA director will—

- (1) Ensure proper furnishings management.
- (2) Develop and justify resource requirements and distribute funds received for furnishings support to their regions' installations.
- (3) Conduct inspections to ensure that functions are performed per applicable directives and this regulation.
- (4) Ensure that inquiries from HQDA regarding family and UPH furnishings inventory and cost data are answered in a timely manner and coordinated with the command resource and program managers.

c. *Garrison commander.* The garrison commander will—

- (1) Approve and submit responses to inquiries from HQDA and IMA regarding family and UPH furnishings inventory and cost data. Responses will be sent in a timely manner to or through the IMA to HQDA after coordination with the installation resources and program managers.
- (2) Establish program levels for authorized furnishings items (para 9-5).

(3) Conduct an annual physical inventory of furnishings not in use and reconcile property on hand receipt and quantities not in use with inventory balances maintained in the Furnishings Management Module of the HOMES (see app J).

(4) Maintain accurate and current records of property usage in HOMES as a basis for developing experience factors.

(5) Ensure that furnishings are used per authorized needs and the policies and procedures established in this regulation and applicable directives.

(6) Accomplish furnishings M&R on a sound economic basis.

(7) Minimize furnishings storage by timely disposition of items excess to authorized needs or uneconomically repairable.

(8) Ensure that procedures for warehousing authorized furnishings provide for—

(a) Segregation of FH and UPH furnishings inventories to include the storage of serviceable like items in 1 storage area, where possible, and separate storage areas for serviceable, economically repairable, and unserviceable items.

(b) A warehouse locator system.

(9) Ensure that personnel have met their obligations in regard to the possession, care, preservation, damage, or loss of Government furnishings prior to departure from the housing unit and/or installation.

(10) Ensure excess furnishings are not ordered and that funds distributed for the UPH furnishings replacement program are used for that purpose.

(11) Establish controls to ensure that furnishing accounts are properly cleared before personnel depart on PCS or TDY in connection with a PCS, especially by those soldiers residing in private rentals.

d. Resident. Residents—

(1) Will sign hand receipts for furnishings provided by the Government.

(2) Will exercise reasonable care in using Government-provided furnishings.

(3) Will be liable for loss or damage to Government-provided furnishings caused by the negligence or willful misconduct of the sponsor, the sponsor's family members, guests, or pets.

(4) May be responsible to pay for missed appointments made for delivery or pick up of furnishings.

9-4. Furnishings authorizations

Types of furnishings authorized and their basis of issue are identified in CTA 50-909 and CTA 50-970. Authorizations will consist only of those items in CTAs and the nonstandard items approved by HQDA for use on an exception or test basis. Table 9-1 shows the types of furnishings generally authorized. All users will be familiar with the "special instructions" paragraph of CTA 50-909 and CTA 50-970 before ordering furnishings.

**Table 9-1
Furnishings**

Furniture	Household equipment	Special allowances (Special command positions only)
<ul style="list-style-type: none"> • Moveable items (less appliances) • Rugs, mattresses, and other soft good items • Wall-to-wall carpeting installed as equipment-in-place (EIP) 	<ul style="list-style-type: none"> • Moveable kitchen appliances • Moveable laundry room appliances 	<ul style="list-style-type: none"> • China • Silver • Cutlery • Kitchen utensils • Table linen

9-5. Program levels

a. Program level factors. In computing program levels, methods used must provide realistic estimates of the quantities of furnishings needed to meet demands. Primary factors to be considered are as follows:

(1) Continuing need for housing related to programmed force levels.

(2) Furnishings authorizations.

(3) Size and interior design of housing supported with furnishings.

(4) Maintenance float factors.

(5) Application of other experience factors.

b. Computation of program level. Program level shall be computed as follows: Program level = (Quantity authorized + maintenance float factor quantity) x experience factor.

(1) *Quantity authorized for family housing.* This is determined by—

(a) The number and types of rooms in each Government-controlled housing unit authorized furnishings support.

(b) The number and types of rooms in each private rental housing unit authorized furnishings support.

(c) The number and types of rooms in a new construction project authorized furnishings support having a beneficial occupancy date (BOD) within the budget year or first half of the next FY.

(d) The requirement for loaner sets of furniture in U.S. overseas and foreign areas. The IMA region director will define the composition of a loaner set for installations within its region. The IMA region director will set loaner quantities on the basis of the region definition of a loaner set and the annual number of household goods (HHG) shipments.

(2) *Quantity authorized for unaccompanied personnel housing.* This is arrived at by considering—

(a) Each authorized unaccompanied officer personnel housing (UOPH) and unaccompanied enlisted personnel housing space.

(b) Each UPH private rental housing unit authorized furnishings support (OCONUS only).

(c) Each authorized space in a new construction or revitalization project having a BOD within the budget year or first half of the next FY.

(d) The number and types of various rooms (such as lounges, dayrooms, television rooms) authorized furnishings support.

(3) *Maintenance float factor.* This factor is 3 percent for household equipment, 5 percent for upholstered furniture and hard goods, and 7 percent for soft goods such as rugs, carpeting, bed linens, mattresses, window coverings, and lamps.

(4) *Experience factors.* These are determined locally. For example, program level may be adjusted based on the difference between the float factor and the use rate or based on a use rate influenced by the amount of furnishings that can be placed in the housing due to available space (smaller or larger than the average) or the presence in the housing of built-in items. Mobilization requirements may also influence the experience factors.

c. Computation of inventory. Inventory will be computed as follows: Inventory = quantity in use + quantity in warehouse + quantity in maintenance. The total inventory should match the quantity on the front of the property book page.

d. Computation of deficit. Deficit shall be computed as follows: Deficit = program level – inventory – quantity under contract or lease.

9–6. Budgeting and funding

a. Commanders will budget and fund for the following:

(1) Initial issue of FH furnishings except for items of household equipment initially provided with AFH construction funds.

(2) Replacement requirements for authorized furnishings for FH and UPH.

b. The ASA(FM&C), through his or her Army Budget Office (SAFM–BUO), will budget and fund for initial issue of UPH furnishings except for items of household equipment initially provided with MCA funds.

c. All costs of procurement and the O&M for the FH furnishings inventory will be budgeted for and funded from the AFH appropriation (see table 9–2 and DFAS–IN Manual 37–100–**).

d. All costs of procurement, except as noted in *b*, above and *f*, below, and all costs of O&M for the UPH furnishings inventory will be budgeted for and funded from the appropriation financing the O&M of UPH (see table 9–2 and DFAS–IN Manual 37–100–**).

e. Costs involving joint use of facilities, vehicles, equipment, and manpower will be shared on a pro rata basis among the financing appropriations.

f. The UPH furnishings, as part of installation support to Army National Guard (ARNG) and U.S. Army Reserve (USAR) units undergoing training, will be provided on a reimbursable basis. Charges are limited to identifiable cost items when the cost is funded by an appropriation other than OMAR (see AR 37–49). The OMA (PE ****96) funds can be used where UPH furnishings are to become station property and are essentially for Active Army use. Conversely, if the furnishings are solely for use by RC personnel, it is inappropriate to use OMA resources.

g. The OMA–funded tenants located on U.S. Army Materiel Command, Research, Development, Test, and Evaluation funded installations will continue to receive UPH furnishings support from OMA.

h. The HQDA will publish an annual list of replacement costs. Cost data from this list will be used for managing furnishings inventories and for budget submission purposes.

Table 9–2
Furnishings account codes

Activity: Furniture purchases

Family housing account code: 1913X3

UPH alphanumeric account code: .9A

Table 9–2
Furnishings account codes—Continued

Activity: Equipment purchases

Family housing account code: 1913X6

UPH alphanumeric account code: .9A

Activity: Control, moving, and handling—furniture

Family housing account code: 1913X1

UPH alphanumeric account code: .9A

Activity: Control, moving, and handling—equipment

Family housing account code: 1913XA

UPH alphanumeric account code: .9A

Activity: Maintenance and repair—furniture

Family housing account code: 1913X2

UPH alphanumeric account code: .CE

Activity: Maintenance and repair—equipment

Family housing account code: 1913X5

UPH alphanumeric account code: .CE

Activity: Joint FH and UPH activities

Family housing account code: 1913XX

UPH alphanumeric account code: .9B

9–7. Acquisition of furnishings

a. Per FAR, the primary source of procurement will normally be through the GSA. However, Federal Prison Industries, Inc., also known by the trade name UNICOR, will be offered first choice for the provision of items they manufacture (18 USC 4124, as iterated in the FAR, subpart 8.6). The installation's Director of Contracting makes determination as to which organization will provide requested furnishings. To minimize storage, transportation, and handling costs, procurement will be timed to provide delivery when needed.

b. Waiver of FAR requirements to procure furnishings through other than GSA and/or UNICOR will be obtained through procurement channels.

c. Procurement actions will be taken only when such action is advantageous to the Government and there are no known excess furnishings that are suitable for use.

d. Requisitions for housing furnishings will be processed through normal supply channels unless otherwise directed by ACSIM (DAIM–FDH).

9–8. Maintenance and repair of furnishings

a. The M&R of furnishings will be limited to keeping items in a satisfactorily usable condition. Do not perform work that is uneconomical in relation to replacement cost of the items. Generally, the one-time repair cost on authorized items will not exceed 75 percent of replacement cost. The M&R of excess furnishings is prohibited.

b. The normal useful life expectancies of furnishings are largely indeterminate, being dependent upon materials used in their construction, type and intensity of use, care provided, number of moves, quality of handling in movement, extent of damage and/or repairs, and so forth. The following broad parameters, however, are applicable to furnishings:

(1) Order of magnitude normal useful life expectancies for nontropical areas fall within the ranges below.

(*a*) Wooden furniture: 8–10 years.

(*b*) Metal furniture: 12–15 years.

(*c*) Household appliances: 7–15 years.

(*d*) Soft goods: 2–7 years.

(2) Life expectancies for tropical areas are about 20 percent less than for nontropical areas.

(3) The life expectancies of furniture and appliances used in barracks are about 1/3 shorter than shown in (1), above.

c. The generalized life expectancies in *b*, above may be used for planning purposes. Age, however, is not to be used as the sole basis for planned replacement. Condition, availability of funds, time delays in procurement, availability of spare parts, energy savings devices, urgency of need, and quality differences between old and new items will also be considered in determining items requiring replacement.

d. Army regulation 5–20 sets forth policy and procedure to be followed to determine whether to perform M&R of furnishings by in-house resources or by contract. When it is more economical to perform these functions in-house, maximum use of these facilities will be achieved by use of cross-servicing agreements with other military Services.

When requirements exceed the in-house capabilities of an activity or installation or it is otherwise required that outside sources be used, performance of such services will be governed by Part 8, FAR, Defense FAR Supplement (DFARS), and Army FAR Supplement (AFARS).

e. The following procedure may be used to assist in making decisions on whether furnishings should be repaired or replaced:

(1) Determine annual repair rate by dividing the current Army Master Data File cost by the normal useful life expectancy (in years) of the item.

(2) Determine the balance of useful life of the item by subtracting the actual age of the item from the useful life.

(3) Determine the maximum allowable one-time repair costs by multiplying the balance of useful life of the item by the annual repair rate.

(4) Compare the maximum one-time repair cost with the estimated repair cost of the item. If the maximum allowable one-time repair cost is greater than the estimated repair cost, the item is likely to be more economical to repair than to replace.

f. The furnishings manager will make the final decision regarding repair versus replacement. This decision will be based on sound common sense.

9-9. Excess furnishings

a. Maximum economical use will be made of existing stocks of Government furnishings per the FAR (part 8).

b. Serviceable and economically repairable items becoming excess to an installation's or activity's needs will be publicized within the IMA region for possible transfer within or between FH and UPH furnishings accounts.

c. Redistribution of excess furnishings will be undertaken only when such action is determined to be in the best interest of the Government. An economic analysis should be done to determine the fiscal merits of redistribution.

d. Excess furnishings may be transferred per the following guidelines:

(1) At installation level, the housing manager may approve lateral transfer of excess UPH furnishings to the FH furnishings inventory (or excess FH furnishings to the UPH furnishings inventory). Above installation level, approvals for transfer will be as specified in AR 710-2.

(2) Items involved must be, and projected to remain, excess to requirements of the losing inventory and within the authorized allowances (CTA 50-909 or CTA 50-970) of the gaining inventory.

(3) Such transfer must be cost-effective.

(4) All transfers of excess inventory will be auditable.

e. Excess furnishings transferred to another property book are not reimbursable but are subject to accessorial and administrative costs incident to transfer action.

f. Serviceable FH furnishings in excess of allowances and located at CONUS installations will be normally turned-in per AR 710-2. However, such furnishings may be offered to lower grade soldiers with families for their use prior to turn in subject to the following:

(1) Items will be hand receipted to the individual.

(2) No funds will be expended for cleaning, repair, or maintenance.

(3) No AFH or UPH furnishings funds will be expended for movement of excess furnishings to and from housing except in cases of *bona fide* hardship to the resident or where it would be advantageous to the Government as determined by the garrison commander.

(4) Prompt action will be taken to dispose of excess furnishings subsequently requiring repair.

g. Excess serviceable UPH furnishings, and excess serviceable FH furnishings located in U.S. overseas and foreign areas, may be retained in the inventory for use in any Government-controlled housing and in private rental housing in U.S. overseas and foreign areas subject to the conditions in *f*(1) through (4), above.

9-10. Warehousing

The garrison commander, in coordination with the furnishings manager, should make arrangements for adequate storage facilities for furnishings. Items should be labeled and stored separately. Each type of property should be identified in the warehouse, separated by warehouse floor, area, bay, or room. Other types of property (for example, NAF, barracks-type furniture) should be stored separately. Privately-owned household goods are not authorized storage in warehouses used to store APF-funded furnishings.

9-11. Charges for furnishings in housing for which the Army charges rent

Charges for the use of Government furnishings in rental housing will be established in accord with chapter 15.

9-12. Property inventory and accountability

a. Inventories of both FH and UPH furnishings will be maintained in the Furnishings Management Module of the HOMES (see app J). Maintain the inventories for FH and UPH separately in HOMES. Separate inventories will

preclude the augmentation of one appropriation with another (a statutory violation) and the circumvention of CTA authorizations.

b. Although furnishings items costing less than \$2,500 need not be listed in property books, for management purposes all nonexpendable furnishings items should be included in the HOMES-based inventories regardless of cost. For furnishings items costing \$2,500 or more use property books as follows:

(1) Housing property books will not be consolidated with property books of other activities (for example, installation or DPW property books).

(2) Property books for FH furnishings and UPH furnishings may be maintained separately or consolidated as authorized by IMA regions.

(3) Where consolidated, keep the inventories in separate sections. Separately identify each inventory by furnishings type codes appended to the authorization document description in the "Authority" block of the property record. Use the furnishings type codes "(F)" for FH furnishings and "(U)" for UPH furnishings. For example, the "Authority" block may read "CTA 50-909(F)" and "CTA 50-909(U)" respectively for FH and UPH furnishings inventory items.

(4) The consolidation of property books for AFH and UPH furnishings will not be used to augment one appropriation with another (a statutory prohibition) nor to circumvent CTA authorizations.

c. Authorized furnishings in support of administrative housing functions, and those items in support of the Self-Help Program may be issued to such activities and subsequently hand receipted to the users. These items include property used for grounds maintenance, in cleaning and storage functions, in housing administration areas, and for ACS centers. Items will be transferred to the installation property book and subhand receipted to the administrative office or the ACS.

d. Furnishings inventory items will initially be entered in the property book records at cost, quantity, year of purchase, and serial number (optional).

e. Family housing furnishings will be issued on DA Form 2062 (Hand Receipt/Annex Number), or automated equivalent, signed by the sponsor, the sponsor's spouse, or an individual having a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) for that purpose on file in the housing office (see para 13-8c for special signature requirements for GFOQ).

f. The UPH furnishings will be receipted for by the responsible individual whose name appears on DA Form 1687. These furnishings will be issued from the property book officer (PBO) directly to the hand receipt holder, that is, either the person responsible for the facility or to the resident. The responsible person may subhand receipt the furnishings to a resident.

g. Controls will be established to ensure that furnishings accounts are cleared before personnel depart on a PCS, undergo extended TDY, or are deployed with an entire unit.

h. A physical inventory will be done of the furnishings that have been turned-in. Where Government property has been lost or damaged through negligence or willful misconduct, the appropriate individual will initiate one of the following for payment at the appropriate disbursing agency:

(1) Report of Survey.

(2) Statement of charges.

(3) Cash collection voucher.

(4) Other authorized adjustment per AR 735-5.

i. On an adverse report of survey finding, liability for furnishings may be limited to an amount equivalent to one month's basic pay at the time of the loss except where the damage or loss is determined to be the result of gross negligence or willful misconduct.

j. Authorized hand receipt holders held liable for loss or damage of furnishings (in less than new condition at the time of loss or damage) are authorized a depreciation credit. When items are issued in damaged condition, a notation of the damages will be entered on the inventory record or condition report to protect the FH sponsor or UPH resident. Refer to appendix G of this regulation and AR 735-5 for more information on depreciation.

k. Family housing furnishings and those UPH furnishings issued to unaccompanied personnel authorized to reside off-post in U.S. overseas and foreign areas will be jointly inventoried by the sponsor and the housing office's furnishings management representative. The joint inventory will be conducted when furnishings are issued and at termination of occupancy.

l. An annual inventory is not required for FH and UPH furnishings issued to individuals on permanent hand receipts for use in individual housing units. An annual inventory is required for all other FH furnishings and for all UPH furnishings not on permanent hand receipt. The cutoff date for annual furnishings inventories is the end of the fiscal year.

9-13. Potential pecuniary liability for furnishings

Residents of family or unaccompanied personnel housing who have been provided furnishings may be held liable for damage or loss caused through their abuse or negligence.

9–14. Furnishings reports

There are no recurring upward reporting requirements for furnishings. However, installations must be prepared to respond to inquiries regarding FH and UPH furnishings inventory and cost data. Inventory and cost data should be entered into the Furnishings Management Module database of the HOMES.

Section II

Family Housing Furnishings

9–15. Provision of furnishings

a. Furnishings include furniture, household equipment, and miscellaneous items necessary to provide a reasonable degree of livability in personnel housing. Except for special command positions and the SMA, the term “furnishings” does not include household goods, such as linens, cutlery, silverware, dishes, and kitchen utensils (see paras 9–32 and 13–10). Garbage disposals, A/C units, and permanently installed dishwashers are not considered to be furnishings.

b. The provision of Government furnishings is determined by the category of housing (for example, representational housing) and location of the housing (CONUS, U.S. overseas, or foreign).

9–16. Representational housing

a. Furnishings for housing units designated and used for general and flag officers and for special command positions are addressed in chapter 13, section IV. That section also covers the special allowances for special command positions.

b. Both installation and garrison commanders in the grade of O–6 are authorized residential housing with the same amenities authorized general and flag officers. Authorized amenities are identified in chapter 13, section IV.

c. The SMA and incumbents of special CSM positions may be provided furnishings in accord with section III of this chapter.

d. Furnishings provided in representational housing will be included in the HOMES FH furnishings inventory.

e. Furnishings for privatized representational housing are addressed in paragraph 14–14.

9–17. Furnishings policy

a. Residents of AFH will provide their own furniture unless otherwise authorized by this regulation.

b. Government furniture may be provided only in specifically authorized instances (see para 9–18).

c. Ranges and refrigerators will be provided in all AFH.

d. Ranges and refrigerators will be provided for private rental housing OCONUS when they are not provided by the landlord as part of the housing.

e. In foreign areas, where there are no built-in kitchen cabinets and closets, freestanding kitchen cabinets and wardrobes will be provided.

f. Where CTA authorization for a furnishings item is canceled or rescinded or a specification for an item is changed, that item may be retained in the inventory until no longer serviceable but will not be replaced. Serviceable items located in a DU may remain in use in that DU except where an authorized, but unsatisfied, need exists elsewhere.

g. Where representational housing (see paras 9–16 and 13–13) is redesignated for other use or is assigned to a resident who is not eligible for Government-provided supplementary furnishings, the following applies:

(1) Supplementary furniture will be removed from the housing unless the items are excess and available to other residents of the same grade.

(2) Supplementary household equipment (that is, second refrigerators, freezers, clothes washers, and dryers) will be removed from the housing.

(3) Custom fitted supplementary furnishings, classified as equipment-in-place (EIP) will remain in the housing and will be maintained until no longer serviceable, but will not be replaced. Examples are wall-to-wall carpeting and draperies.

9–18. Eligibility for family housing furnishings

a. Personnel residing in Government-controlled FH may be eligible for furnishings support (see para 1–17*b*).

b. The following categories of accompanied personnel assigned to foreign areas are eligible for furnishings support:

(1) Personnel with command-sponsored family members.

(2) Appropriated and nonappropriated fund DOD U.S. citizen civilian personnel recruited in the United States.

c. Personnel limited to an administrative weight allowance for HHG are authorized full furniture support.

d. Military and civilian personnel listed in *b*, above, traveling under full or elective JFTR or Joint Travel Regulations (JTR) weight allowance, respectively, may be provided temporary furniture support (loaner sets) at their overseas station when their HHG are in transit (that is, in- and out-bound). Types and amounts issued may be limited and may not consist of a complete furniture set as authorized by CTA 50–909. Maximum time for use of loaner sets is 90 days for in-bound personnel and 60 days for out-bound personnel. The furnishings manager may extend this period if in-bound HHG shipments are delayed beyond 90 days.

e. Except in the case of elective JFTR, personnel who placed a portion of their HHG in CONUS nontemporary storage will not receive a like item from the Government furniture inventory.

f. Contractor personnel have no entitlement to and are not eligible for housing furnishings support.

9-19. Customer service

a. The furnishings issuing office will provide information on the installation furnishings situation to interested personnel. Such information should be posted prominently or available for viewing and should include the following:

- (1) Current list of furnishings authorized and available for issue.
- (2) Waiting list of customers who have requested unavailable furnishings items.
- (3) List of furniture items that may be included in loaner sets where such sets are authorized.
- (4) Pictures or displays of standard items issued.
- (5) Copies of appropriate furnishings regulations.
- (6) Fact sheet, updated periodically, summarizing the local furnishings situation.

b. Customer service personnel will ensure that sponsors and their families are given prompt and courteous explanations of furnishings authorizations, issue and turn-in procedures, pick up and delivery requirements, and estimated waiting time for unavailable items.

9-20. Furniture for CONUS and full Joint Federal Travel Regulations overseas areas

a. Government furniture will not be procured for support of Army-controlled FH or private rental housing in CONUS or in overseas areas where personnel travel under full JFTR HHG weight allowances except as shown below.

(1) Supplemental Government furniture may be provided in—

(a) Representational housing.

(b) Student housing (desk, chair, lamp and bookcase only).

(2) Government furniture may be provided to fully support—

(a) CONUS housing occupied by foreign personnel who are in this country on an exchange basis. This includes clothes washers and dryers.

(b) Short-tour housing.

(c) In overseas areas on a temporary loan basis for use by personnel who have traveled under full JFTR weight allowances and have not received personal furniture.

(d) Where only specially designed or built-in furnishings can be used, for example, in manufactured (mobile) homes.

(3) Freestanding wardrobes and kitchen cabinets may be provided when these storage facilities are not built-in.

b. Initial procurement of Government furniture for the usages in paragraph a, above requires the approval of ACSIM (DAIM-FDH).

9-21. Furniture for other than full Joint Federal Travel Regulations overseas areas

a. Government furniture may be procured for Government-controlled housing and for private rental housing occupied by eligible personnel. This would depend upon determination whether it is more advantageous for the Government to provide furniture instead of shipping personal furniture. Final determination is based on overall economy, equity, and personal preference of eligible military personnel and civilian employees.

b. Where Government furniture is provided, the shipment weight of personal furniture to and from the area is limited. An increase in an individual's administrative weight restriction may be authorized where there is a shortage of Government furniture (see AR 55-71).

c. Where Government furniture is not provided, procurement of furniture is restricted to the provisions of paragraph 9-20. However, where not built-in, free standing wardrobes and kitchen cabinets will be provided in economy housing occupied by eligible personnel (see CTA 50-909).

d. All personnel entitled to the shipment of HHG are authorized furniture on a temporary loan basis while their HHG are in transit.

9-22. Furniture for elective Joint Federal Travel Regulations (U.S. Army, Europe only)

a. For U.S. Army, Europe (USAREUR), soldiers may elect to ship any portion of their personally owned furnishings, except household appliances, up to their full weight allowance at Government expense.

b. Where the elective JFTR policy is in force, the Government will supplement households with furnishings to compensate for furnishings that were not shipped. This support will be provided on a first come, first served basis to the extent stock status permits.

c. In those collocated areas where a Service other than the Army is host, however, the furnishings policies of the host Service will prevail.

d. This policy (elective JFTR) will be subject to periodic review.

9-23. National flags for family housing at Forts Myer and McNair

- a. Family housing residents at Forts Myer and McNair will be issued national flags (NSN 8345-00-656-1434) to be displayed on 6-foot aluminum flag poles appropriately attached to the front of their DUs.
- b. Flags will be affixed to DUs and displayed per installation directives.
- c. Installation housing offices will establish procedures for issue and accountability of flags and requests for replacements.

9-24. Special support

Garrison commanders may provide excess items of FH furniture to reception areas in housing offices, CHRRSOs, and ACS centers. Furniture need not be new, but should be clean and serviceable. Sufficient furniture may be provided to present an inviting and comfortable atmosphere for customers. When such furniture is provided, it will be transferred from the housing furnishings inventory property records to installation property records. Vendor loaner furniture is not authorized for the public areas of housing offices (see AR 210-7).

9-25. Provision of household equipment

- a. *Ranges and refrigerators.*
 - (1) Government-procured ranges and refrigerators will be provided in Army-controlled FH and in private rental housing in foreign areas occupied by eligible personnel.
 - (2) Ranges will be free standing or slide-in, and white in color. Ranges not conforming to sizes authorized in CTA 50-909 may be procured only when space is inappropriate for the specified sizes.
 - (3) Refrigerators will be free standing and white in color.
- b. *Clothes washers and dryers.*
 - (1) Clothes washers and dryers will not be provided in CONUS FH except for CONUS housing occupied by foreign personnel who are in this country on an exchange basis and for special command positions.
 - (2) In overseas areas, clothes washers and dryers are authorized for Army-controlled housing and private rental housing occupied by eligible personnel when determined by economic analysis to be more cost-effective than shipment of personally-owned washers and dryers. Commercial-type washers and dryers will be procured for use in structures having common laundry rooms. Stacked washers and dryers or dryers may be procured and installed in those laundry rooms where space is restricted.
- c. *Portable dishwashers.* Portable dishwashers may be provided in housing instead of installed dishwashers where it is considered impractical to provide permanently installed dishwashers.
- d. *Household equipment.* Items of household equipment currently in use but not authorized under the above criteria may be retained until no longer serviceable but will not be replaced.
- e. *Ancillary items for utility support in foreign areas.*
 - (1) When not provided by the landlord, issue and installation of necessary light fixtures and other components of utility systems are authorized for leased housing (Government or privately leased) occupied by eligible personnel. Costs associated with the procurement, installation, removal, and M&R are chargeable to AFH maintenance or leasing funds, as appropriate. These costs include expenses for installing and removing light fixtures provided by eligible personnel.
 - (2) Portable electrical transformers necessary to allow the operation of personal appliances on foreign electrical power systems will not normally be provided by the Government. However, an IMA region director may authorize their provision in hardship cases subject to the availability of funds.
- f. *Microwaves and freezers.* In USAREUR, commanders in the grade of O-5 and above and all general officers are authorized microwaves and freezers per CTA 50-909.

9-26. Draw curtains

- a. Draw curtains, with or without valance, may be provided for windows as an alternative to window shades or venetian blinds and may be used on sliding glass doors. If, when providing draw curtains for a sliding door, there are one or more adjacent windows, matching curtains may be provided for the windows.
- b. Draw curtains will be unlined and made of fire retardant synthetic cloth. They will be washable, shrink-safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.
- c. Draw curtains may be cleaned at Government expense every 12 months or on change of occupancy. Draw curtains may be replaced when they become unserviceable.
- d. Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for venetian blinds or shades.
- e. Draw curtains when installed to replace existing window coverings that are beyond economical repair are chargeable to maintenance funds. In cases where there is no existing window covering, installation of draw curtains is

categorized as an improvement to the dwelling unit and the cost of installing draw curtains may be charged as incidental improvements or construction improvements.

9-27. Wall-to-wall carpeting

a. Carpeting installed as a prime floor finish is classified as installed real property. As such, initial procurement and installation may be done with construction funds. Replacement may be done with construction improvements or maintenance funds.

b. Carpeting will be suitable for the level of traffic expected. It will be of a neutral shade. Bright colors, prominent patterns, white, off-white, pile, and shag carpeting will be avoided.

c. Carpeting placed over another prime floor in good condition is classified as EIP. Its use in this manner is reserved for the public entertainment areas of GFOQ and ICQ.

d. Carpeting may be placed over another unserviceable prime floor when an economic analysis justifies this use.

9-28. Resident-owned equipment

a. Residents will not replace Government ranges and refrigerators with personal equipment without specific approval of the garrison commander. This approval authority may be delegated to the DPW.

b. Where Government equipment is provided OCONUS, the overseas shipment of similar personal items of household equipment is prohibited.

c. Requests for installation of resident-owned equipment must contain information on the type of equipment, make, model, and characteristics pertinent to installation. Requests will be submitted in writing to the housing office.

d. Resident-owned items will be installed, maintained, and removed and the premises restored to their original condition at the expense of the resident and subject to inspection by the housing office.

e. The installation of resident-owned equipment will not be used as justification for improvements to the utilities distribution systems.

f. All work necessary for the installation of resident-owned items will be approved by the garrison commander. This approval authority may be delegated to the DPW. Payments for any work performed by the installation will be made to the appropriate OPLOC/FAO.

g. The following items will not be installed by or for residents:

- (1) Air conditioning units which require duct work or fixed water or drain connections.
- (2) Attic or wall-type fans requiring permanent attachment to the building and structural modifications.
- (3) Evaporative coolers requiring duct work.
- (4) Domestic water heaters.
- (5) Electric or gas wall heaters.
- (6) Waterbeds. Permission must be obtained from the housing office before a resident installs a waterbed. Normally, waterbeds will be installed only on slab-on-grade floors.
- (7) Hot tubs. Permission must be obtained from the housing office before a resident may install a hot tub inside or outside the DU. Hot tubs may be installed at resident expense when installation would not create a significant increase in utility costs to the Government. The DPW will ensure installation of the hot tub meets all building and safety codes.

9-29. Resident-owned window air conditioning units

Window A/C units are not considered furnishings (para 7-28 sets forth the policy on the use of resident-owned window A/C units).

9-30. Cost comparison analysis

a. An EA of the comparative costs of providing Government furnishings instead of shipping personal furniture will be made when the commander believes that the present method of furnishing FH is not cost-effective. Cost appraisals will consider the following:

- (1) Cost of Government furnishings estimated for use in both Government-controlled and private rental housing for all eligible families. This cost is based on current replacement price.
- (2) Cost of Government furnishings required to establish "loaner sets." This cost is based on current replacement price.
- (3) Temporary lodging allowance costs due solely to lack of furnishings.
- (4) Initial delivery and installation costs.
- (5) Recurring costs for administration, servicing, repair, transportation, moving, and handling.
- (6) Costs of periodic replacement, less any proceeds from the salvage or sale of replaced furnishings.
- (7) Cost of construction or acquisition of additional warehousing, office, and maintenance facilities and equipment.
- (8) Maintenance and repair costs of warehouses and handling equipment.
- (9) Cost of utilities services for warehousing.
- (10) Overhead costs.

(11) Cost of storing residual personal HHG to be left in CONUS.

(12) Volume of personal HHG being shipped to and from the area as developed by actual experience or from similar situations. This will include related costs such as packing, crating, drayage, port handling, transportation, temporary storage, loss and damage claims, and delivery at destination.

b. Economic analysis will be prepared in accord with OMB Circular A-94. Analysis, to include a survey of eligible personnel as to the preferred method of furnishing FH, will be forwarded to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.

Section III

The Sergeant Major of the Army and Special Command Sergeant Major Positions

9-31. Overview

a. The CSA is the approval authority for the designation of new special CSM positions and the cancellation of old ones. Approved special CSM positions are listed in table 9-3.

Table 9-3

Special command sergeant major positions

MACOM: U.S. Army Materiel Command (AMC)

Special CSM position:

- CSM, AMC
 - CSM, U.S. Army Ordnance Center & School
 - CSM, U.S. Army Aviation & Missile Command
-

MACOM: Eighth U.S. Army (EUSA)

Special CSM position:

- CSM, United Nations Command/Combined Forces Command/U.S. Forces, Korea/EUSA
 - CSM, 2d Infantry Division
-

MACOM: Forces Command (FORSCOM)

Special CSM position:

- CSM, FORSCOM
 - CSM, 1st U.S. Army
 - CSM, 3d U.S. Army
 - CSM, 5th U.S. Army
 - CSM, I Corps & Fort Lewis
 - CSM, III Corps & Fort Hood
 - CSM, XVIII Airborne Corps & Fort Bragg
 - CSM, 1st Special Operations Command
 - CSM, 1st Cavalry Division
 - CSM, 3d Infantry Division (Mechanized)
 - CSM, 4th Infantry Division (Mechanized)
 - CSM, 10th Mountain Division
 - CSM, 82d Airborne Division
 - CSM, 101st Airborne Division (Air Assault)
 - CSM, U.S. Army Recruiting Command
 - CSM, U.S. Army Reserve Command (USARC)
-

MACOM: U.S. Army Military District of Washington (MDW)

Special CSM position:

- CSM, MDW
 - CSM, CIDC
 - CSM, District of Columbia National Guard
 - CSM, U.S. Army Intelligence and Security Command
 - CSM, U.S. Army Human Resources Command (HRC)
 - CSM, Military Surface Deployment and Distribution Command
 - CSM, USACE
 - CSM, National Guard Bureau
 - CSM, U.S. Army Reserve
 - CSM, U.S. Army Test and Evaluation Command
 - CSM, U.S. Army Space and Missile Defense Command (SMDC)
-

Table 9-3
Special command sergeant major positions—Continued

MACOM: U.S. Army Medical Command (MEDCOM)

Special CSM position: CSM, MEDCOM

MACOM: U.S. Army Training and Doctrine Command (TRADOC)

Special CSM position:

CSM, TRADOC
CSM, Fort Benning
CSM, Fort Bliss
CSM, Fort Eustis
CSM, Fort Gordon
CSM, Fort Jackson
CSM, Fort Knox
CSM, Fort Leavenworth
CSM, Fort Lee
CSM, Fort Leonard Wood
CSM, Fort McClellan
CSM, Fort Rucker
CSM, Fort Sill

MACOM: U.S. Army, South (USARSO)

Special CSM position: CSM, USARSO

MACOM: U.S. Army, Pacific (USARPAC)

Special CSM position:

CSM, USARPAC
CSM, U.S. Army, Japan/IX Corps
CSM, 25th Infantry Division (Light)
CSM, Tripler Army Medical Center

MACOM: USAREUR

Special CSM position:

CSM, USAREUR
CSM, Supreme Allied Command Europe (SACEUR)
CSM, U.S. Army Southern European Task Force
CSM, V Corps
CSM, 1st Infantry Division (Mechanized)
CSM, 1st Armored Division
CSM, Europe Regional Medical Command
CSM, 21st Theater Support Command

MACOM: NETCOM

Special CSM position: CSM, NETCOM

MACOM: U.S. Military Academy (USMA)

Special CSM position: CSM, USMA

b. Requests to establish new special CSM positions will be sent with full justification to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600. Justification will include the following:

- (1) Title of position.
- (2) Normal grade for position.
- (3) Present incumbent of position.
- (4) Identification of DU proposed for such designation.
- (5) Reason for special CSM position requirement. (Include magnitude of official entertainment responsibilities.)
- (6) Impact if not approved.

c. The appropriate garrison commander will—

(1) Permanently designate a specific DU for the SMA and for each special CSM position approved by HQDA. The HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 will be informed of such designations and has the authority to approve changes in designated SMA and special CSM position DUs.

(2) Maintain a permanent file on each special CSM position DU. Each file will contain approvals and replacement authorizations so that an audit trail is maintained.

9-32. Furnishings

a. The SMA is authorized residential housing with the same furnishings amenities authorized general and/or flag officers occupying special command positions. Authorized amenities are identified in chapter 13, section IV.

b. To enhance the prestige of special CSM positions, certain furnishings amenities may be provided in the public entertainment areas of Army-controlled housing designated for and occupied by the incumbents of special CSM positions.

(1) *Carpeting and drapes.*

(a) Wall-to-wall carpeting may be installed in designated special CSM position housing when existing floors are in a failed or failing condition and where carpets compare favorably with the life cycle costs of other floor covering. High quality area rugs will be authorized in lieu of carpets when existing hardwood floors are serviceable or can be economically restored.

(b) High quality drapes may be authorized as a CTA furnishings item.

(c) The garrison commander should make these improvements on an as-needed basis.

(2) *Household equipment.* Higher quality appliances may be provided against CTA authorized items.

(3) *Furniture.* Higher quality furniture may be provided where Government furnishings are authorized by CTA.

c. Unique furnishings provisions for privatized representational housing are set forth in paragraph 14-14.

Section IV

Disposition of Furnishings in Excessed and Transferred Housing

9-33. Disposition policy

a. The DOD and the GSA have agreed that FH at installations that will be closed or undergo mission reductions will be made available to GSA as intact as possible where this will assist in the disposition of the housing.

b. Excess housing will be made available for other DOD use or transferred to GSA for disposal with all installed equipment intact.

9-34. Action upon transfer of housing

a. Retention, removal, redistribution, or transfer of equipment and appliances in FH transferred to GSA for disposal will be governed by guidance from ACSIM (DAIM-FDH). The ACSIM (DAIM-FDH) will dictate required actions as the need arises.

b. A listing of serviceable (code B or better) excess AFH or UPH furnishings will be forwarded to HQDA, ACSIM (DAIM-FDH), 600 Army Pentagon, Washington, DC 20310-0600.

Section V

Unaccompanied Personnel Housing Furnishings

9-35. Unaccompanied personnel housing furnishings policy

a. Government furnishings will be provided in Government-controlled housing and may be provided the following unaccompanied soldiers occupying private rental housing in U.S. overseas and foreign areas:

(1) Unaccompanied E-7s (E-6 in the United States) and above who opt to live in private rental housing.

(2) Unaccompanied soldiers of all grades who reside in private rental housing due to the nonavailability of Government-controlled UPH.

b. Unaccompanied personnel occupying private housing per paragraph *a*, above may be provided the same furniture and equipment that is offered to accompanied personnel with the following added requirements:

(1) E-6s (E-5 in the United States) and below must provide the issuing officer a copy of their CNAs of on-post housing.

(2) Furnishings will be procured with OMA base operations (H account) funds and issued per allowances prescribed in CTA 50-909 and CTA 50-970.

c. Exceptions to CTA 50-909 and CTA 50-970 will be submitted to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 to obtain approval to purchase nonstandard barracks items (for example, special application designed-to-space or modular furnishings) for use in newly constructed or modernized facilities. As a minimum, IMA regions will provide the following information with narrative justification for waiver consideration:

(1) Specifications for requested nonstandard item.

(2) Area gain allotted per man (if applicable), and number to be assigned per bedroom or cubicle.

(3) Floor plan displaying furnishings placement.

(4) Quantity and estimated unit price of nonstandard items being requested to include cost variance to GSA schedule contract for furnishings items.

d. If an exception to CTA 50–909 or CTA 50–970 is granted from HQDA, then the garrison commander or IMA region will be responsible for obtaining an exception to the FAR/DFARS/AFARS through the local procurement activity. Procurement must be accomplished per the laws and regulations governing the expenditure of Federal funds. This regulation should not be construed as authority for sole source procurement for such nonstandard items. When applicable, the above procedures may be utilized to obtain exception to CTA for replacement furnishings.

e. When authorized by the garrison commander, personal furnishings may be used in UPH(PP) in place of Government furnishings. Normally, waterbeds, if authorized, will be installed only on slab–on–grade floors.

9–36. Draperies for unaccompanied personnel housing

a. Draperies procured for UPH will conform to the fabric and color range described in CTA 50–909 and CTA 50–970.

b. Drapery requirements for construction and modernization projects will be identified by installations with their DD Form 1391.

c. Draperies may be replaced when they have become unserviceable.

9–37. Carpeting for unaccompanied personnel housing

a. Carpeting is considered—

(1) A floor finish when installed as a prime floor finish within the scope of a construction or repair project. Such carpeting is classified as installed real property, not as a furnishing. Requests for carpeting considered a prime floor finish are processed per AR 420–70.

(2) A furnishing when placed over another prime floor finish in good condition. Such carpeting is classified as EIP. Requests for carpeting considered to be EIP are processed per this regulation.

b. Carpeting available for Government purchase is described in the GSA Federal Supply Schedule, FSC Group 72. Refer to “Applicable Index” for guidance in determining the type of carpet suitable in relation to traffic and soil. Pile construction of carpet will be made of nylon, acrylic, or a combination of nylon and acrylic. Bright colors, white or off–white, prominent patterns, deep pile, or shag carpeting will be avoided in living areas. Tight–loop carpeting (small pattern) with a print or intricate pattern is recommended for common use or public areas.

c. Carpet performance is influenced by 3 factors. Of prime importance is the suitability of product design for the intended use. Also, the method and quality of installation influences long–term results and care or maintenance is important in determining whether the carpet will give the kind of service expected.

9–38. Clothes washers and dryers

a. Washers and dryers in UPH facilities may be concessionaire–owned or –leased, or Government–owned. The most economical method of supplying and servicing authorized equipment will be determined by comparative cost analysis and cyclic evaluation of ongoing methods conducted in accordance with AR 5–20.

b. Cost analyses will be approved at installation level.

c. Laundry facilities provided in UPH(PP) will be at no cost to the individual.

9–39. Unaccompanied personnel housing initial issue furnishings program

a. This program provides for the purchase of furnishings for newly constructed or modernized UPH facilities.

b. The program is centrally managed by HQDA to ensure that new furnishings will be available when the UPH facility is released to the Army.

c. The ACSIM (DAIM–FDH) will program funds for initial issue furnishings on the basis of the approved UPH construction Future Years Defense Program (FYDP).

d. The ASA(FM&C) (SAFM–BUO) will issue a Funding Authorization Document (FAD) to the Office of the Secretary of the Army (OA 22) to be used for the purchase of the initial issue furnishings.

e. The ACSIM (DAIM–FDH) will provide—

(1) The approved UPH construction FYDP during development of the POM and/or BES.

(2) The expected BOD and scope of occupancy for new and renovated UPH facilities during development of the Army’s POM and BES.

(3) The furnishings information on DD Form 1391, Furnishings and Equipment, TAB E. Provide this information for UPH MCA projects for the budget years. This may be done automatically using the DD Form 1391 processor.

f. The HQ USACE will issue to the supporting USACE district a design directive for the UPH MCA project. The USACE district will design the building–related finishes and assist the installation furnishings management officer (FMO) in the selection of coordinated furniture, furnishings, and equipment to achieve a comprehensive interior design package. The installation housing manager and FMO will closely work with the USACE design district to ensure all requirements are met.

g. The installation FMO will—

(1) Prepare and finalize all procurement documentation and coordinate the package with the USACE design district approximately 14 months prior to the estimated BOD. The FMO should assume that items will be procured from UNICOR; however, this will not be determined until the order is actually received by UNICOR. Therefore, duplicate procurement documentation must be prepared selecting similar, coordinated items from the GSA schedules, in the event that UNICOR cannot provide the items requested.

(2) Submit the procurement documentation to the U.S. Army Engineering and Support Center, Huntsville, ATTN: CEHNC-CT-B, P.O. Box 1600, Huntsville, AL 35807-4301 one year prior to the estimated BOD. An information copy of this package, along with the final cost estimate, should also be provided to ACSIM (DAIM-FDH). Procurement documentation and cost estimates should address items, services, and costs.

9-40. Unaccompanied personnel housing replacement furnishings program

- a.* This program addresses replacement furnishings for existing UPH.
- b.* The program is decentralized to the IMA regions and installations.
- c.* The ACSIM (DAIM-FDH) will program OMA (.HA account) funds based on POM and/or BES data input.
- d.* The ASA (FM&C) (SAFM-BUO) will—
 - (1) Budget funds on the basis of POM and BES input data.
 - (2) Ensure that all .9A funds (replacement issue and handling of furnishings) are sent to the director IMA via FAD.
- e.* The IMA director will ensure funds set aside for the acquisition of replacement furnishings are used for that purpose. Controls will be established to ensure that excess items are not requisitioned.
- f.* Installations will initiate funded requisitions for replacement furnishings through the Supply Support Activity, verify price and authorization data, and ensure that funds are available in the appropriate furnishings account. Military Standard Requisitioning and Issue Procedures will be used.

Chapter 10 Construction

Section I General

10-1. Scope

This chapter provides the objectives, policies, general planning and programming procedures, and summary of the project monitoring system for housing construction to include both new and replacement construction and construction improvements to existing facilities. Modernization, renovation, rehabilitation, revitalization, expansion and Energy Conservation Investment Program (ECIP) projects fall within the purview of construction improvements. Also, the Army's housing privatization program – the RCI – equity contributions and subsidies are funded through AFHC.

10-2. Objectives

The Army's housing construction programs are intended to enhance the soldier's quality of life. The objectives of the various construction programs are to—

- a.* Construct new housing facilities where total requirements exceed available and adequate on- and off-post facilities.
- b.* Improve livability, correct deficiencies, and conserve energy.
- c.* Provide adequate community facilities and infrastructure.

10-3. Establishing requirements

a. Before selecting a construction alternative to satisfy housing deficits, a clearly defined need must be identified and other nonstructural alternatives must be considered.

b. The need will be based on plans and analyses completed in accord with the housing justification and supporting documentation requirements set forth in chapter 14.

- c.* Among the nonstructural alternatives which must be examined are the following:
 - (1) Reliance on off-post housing in civilian communities.
 - (2) Leasing of privately owned housing to include 3rd party contracted housing.
 - (3) Privatization.
 - (4) Management actions relative to facilities utilization, conversion, and diversion.
 - (5) Purchase of existing housing facilities.
 - (6) Transfer of DOD or other Government agency facilities.

10-4. Impact on local housing markets

a. All reasonable precautions will be taken to avoid harmful impact of military FH construction on local housing markets.

b. Military housing normally will not be programmed, built, or leased at an installation when, in consideration of total assets (both on- and off-post), the following thresholds are exceeded:

(1) *Family housing*. New construction or leasing – up to 90 percent of the long-range programmable housing deficit (paras 10-9b and 11-6c).

(2) *Unaccompanied personnel housing*.

(a) The UPH(PP) – up to 95 percent of the UPH(PP) programmable deficit (para 10-12c(1)).

(b) Trainee barracks—the billeting load identified in the Army Stationing and Installation Plan (ASIP) (para 10-12c(2)).

(3) *Exceptions*. The SA may waive the limitations in (1) and (2) above on a case-by-case basis.

c. Normally, housing will be programmed and built on an incremental basis per housing master plans to allow for possible increases in community support.

10-5. Intergovernmental coordination

a. Pertinent command levels will coordinate with appropriate Federal, State, regional, and local governmental agencies to assess the impact of military housing construction on area and community development. Such coordination will be made in accordance with the IMA Intergovernmental Coordination Plan (see AR 210-20). Additionally, commanders must comply with the coordination required by AR 200-1, AR 200-2, AR 200-4, AR 405-10, and AR 405-90.

b. All AFH and UPH projects will be properly sited on the installation RPMP, conform with designated land use areas, and comply with the real property master planning guidance and requirements prescribed in AR 210-20.

c. Consultation should also be made with other organizations cognizant of local housing conditions, such as local housing authorities, real estate boards, home builders associations, chambers of commerce, planning agencies, zoning offices, and building permit issuing agencies.

d. The military Services shall coordinate housing requirements with local school districts. Budget justification for each construction request shall indicate whether additional public school facilities are required to accommodate an increase in students.

10-6. Construction program cost limitations and approval authorities

Several housing construction programs meet the Army's housing needs. Each has its unique set of dollar limitations and approval authorities.

a. *Family housing*. Appendix B addresses the limits and authorities for AFH construction and incidental improvements.

b. *Unaccompanied personnel housing*. The MCA, minor MCA(MMCA), and the OMA minor construction account are addressed in AR 415-15 and AR 420-10.

10-7. Design criteria

a. New and replacement construction and, to the maximum extent possible, construction improvements to existing facilities will comply with DOD Unified Facilities Criteria and Army design standards and criteria.

b. The Army Criteria Tracking System (ACTS) is the Army's official repository of consolidated space planning and utilization criteria. The ACTS is an automated application found on the following Web site: <https://www.acts.hqda.pentagon.mil/>

c. The Army has developed a series of standard design and/or criteria products under the auspices of the Army Facilities Standardization Program. Where available, standard designs and/or criteria are mandatory for use (see AR 415-15, app G).

d. Improvement projects should be developed to restore deteriorating and failing facilities. Such restoration should bring the facility into conformance with the latest design criteria. However improvement projects will not be used merely to bring a facility into conformance with the most current new construction design criteria.

e. Installation Design Standards should be used in facility design development. Installation design guides shall also be used in developing facility designs.

f. Design must be in accord with the approved installation RPMP.

g. Both the design and construction of a facility must comply with design criteria. A request for variance from design standards must be submitted prior to execution through the IMA to ACSIM (DAIM-FDH).

h. For FH, design criteria requires—

(1) Providing a minimum of 3 bedrooms.

(2) Meeting the GOLD standard of sustainable design and development.

Section II
Family Housing Construction

10–8. Construction program

a. The AFH construction program consists of 2 broad categories of construction. The construction of new and replacement FH facilities is accomplished under the New Construction Program. The construction improvement (renovation) of existing FH facilities is done through the Post Acquisition Construction Program.

b. Both new construction and improvement projects will include the requirement that 5 percent of the DUs in the project will be accessible, or readily and easily modifiable, for use by persons with disabilities. This requirement must be addressed in all such projects until at least 5 percent of the installations total DU inventory meets accessibility requirements (see para 1–18*e*).

10–9. New construction (Budget Program 10000000)

a. The type, category, and quantity of FH to be programmed for construction or replacement at an installation is determined by the following:

- (1) The ASIP strength projections.
- (2) Adequacy both of current and projected support in local communities and of existing Government–owned and –controlled housing.
- (3) The analyses completed using the procedures outlined in chapter 14 and reflected in the DD Form 1523 (Military Family Housing Justification).
- (4) Current and projected plans for housing construction under the jurisdiction of various HUD programs (see *e*, below.)

b. The authorized programming limits for the construction of new or replacement FH is up to 90 percent of the long–range programmable housing deficit (that is, the authorized projected FH requirement *minus* FH assets—both on– and off–post, both Government controlled and private market).

c. Title 10 (10 USC 2826) put in place the requirement that, in the construction, acquisition, and improvement of military FH, the room patterns and floor areas of military FH in a particular locality shall be similar to room patterns and floor areas of similar housing in the private sector in that locality. The military Services jointly developed a set of programming guidelines for the sizing of military FH new construction. Table 10–1 summarizes these tri–service sizing benchmarks by pay grade and number of bedrooms.

d. The maximum number of bedrooms per DU that may be programmed for FH is 5.

e. A survey of the local housing market will be made within the 12 months prior to initial design release. Where substantive changes occur in the local housing market, the survey will be updated prior to advertisement for bids with a view toward the acquisition of adequate housing facilities instead of construction.

f. At locations within the United States where construction of FH is planned, the SA will consult in writing with the HUD Secretary to determine the availability of suitable alternate housing before entering into a contract for such construction (see 10 USC 2823).

Table 10–1
Programming benchmarks for sizing Army Family Housing new construction

Pay grade	Number of bedrooms	Gross floor area (Square feet/square meters)
General and/or flag officer (O–7 and above)	4	3330 / 310
Senior officer (O–6)	4	2520 / 234
Field grade officers (O–4 and O–5), warrant officers (CW4 and CW5), and senior NCO (E–9)	4 3	2310 / 215 2020 / 188
Company grade officers (O–1 through O–3), warrant officers (WO1 through CW3), and senior NCOs (E–7 and E–8)	5 4 3 2	2510 / 234 2150 / 200 1860 / 173 1490 / 139

Table 10–1
Programming benchmarks for sizing Army Family Housing new construction—Continued

Pay grade	Number of bedrooms	Gross floor area (Square feet/square meters)
Junior NCOs (E–5 and E–6) and private (E–1) through corporal and/or specialist (E–4)	5	2300 / 214
	4	1950 / 181
	3	1630 / 152
	2	1340 / 125

Notes:

¹ The applicable maximum floor area may be increased by 10 percent for the DU of a general or flag officer holding a special command position, for an installation commander, and for the senior NCO at a military installation. Where there are more than 7,500 heating degree days annually at the installation, the applicable maximum gross floor area may be increased by up to 300 SF (28 SM) for 5–bedroom units, 250 SF (23 SM) for 4–bedroom units, 200 SF (19 SM) for 3–bedroom units, and 150 SF (14 SM) for 2–bedroom units to provide an additional indoor activity room.

² The IMA region directors in foreign areas may waive the benchmarks for foreign leases if there are no alternative DUs.

³ Benchmarks do not apply to DUs in foreign countries constructed or acquired by the Secretary of State for occupancy by members of the armed forces.

⁴ Although 2–bedroom units are identified in the table, current Army policy is to construct only 3–bedroom and larger units where new construction is warranted. This policy does not deem existing 2–bedroom units inadequate nor does it change existing policies on housing assignment (see para 3–5) and adequacy standards (see para 4–3).

⁵ Refer to glossary for definition and further clarification of gross floor area.

10–10. Post acquisition (or improvement) construction (Budget Program 60000000)

a. Program coverage.

(1) This program encompasses all improvement projects. It consists of whole neighborhood revitalization projects (including supporting infrastructure) and individual projects for modernization, alteration, additions, expansions, extensions, and ECIP, which are not categorized as new construction. It does not include work within the cost limitations for incidental improvements under the FH O&M program.

(2) Although generically the same, improvement projects are divided into 2 groups based on their primary objectives. Those projects which improve livability are classified as improvement projects; those with the purpose of conserving energy, as ECIP projects. In either case, the total requirement should be addressed. The entire construction improvement need should be programmed whether or not it exceeds the thresholds identified in appendix B.

(3) The RCI equity contributions for FH are funded within the Post Acquisition Construction Program.

b. Dwelling unit limitations.

(1) Development of a post acquisition construction project should not be arbitrarily constrained by DU cost limitations if it is economical in comparison to other options. Projects should be developed which focus the planner on considering all required work. Users should request the resourcing necessary to meet their needs. Congress must approve both the total program amount for improvements and those individual DU improvement projects whose cost per FY, inclusive of concurrent M&R and incidental improvements (as adjusted by the area cost factor except for foreign source DU) will equal or exceed the statutory limit (app B).

(2) Two or more DUs to be diverted or converted (combined) into or used as a single DU may not exceed this individual DU statutory.

(3) The ACSIM (DAIM–FD) may reprogram post acquisition construction projects (except for GFOQ per para 13–28) when—

(a) Cumulative costs of projects reprogrammed are equal to or less than the funds appropriated and authorized annually for post acquisition construction.

(b) Individual DU project costs are less than or equal to the statutory limitation (as adjusted by the area cost factor except for foreign source units).

(4) Nonemergency projects that exceed statutory cost limitations must be planned for, programmed, and included as individual line items (that is, separate DD Forms 1391) in the budget submitted to Congress.

(5) Foreign source DUs have a congressionally imposed administrative funding limitation of \$35,000 for 3 consecutive years which is less than the statutory limit. This limitation is for 3 years, is absolute, and includes improvements, major M&R, and incidental improvements. If total costs are expected to equal or exceed this limit over a 3–year period, total funding should be requested in one year. The justification for each DU should identify all improvements and major M&R done in the past 3 years and planned for the following 3 years. Improvement projects, which exceed the administrative limit (\$35,000) but are less than the statutory limit (\$50,000) and for which necessary justification was not submitted as part of the program budget, will require congressional notification and a 21–day waiting period prior to contract award.

c. Improvements.

(1) Improvement projects include extensive renovation, expansion, and/or major M&R, and should address entire neighborhoods rather than individual DUs.

(a) Whole house revitalization projects should address the comprehensive “whole house” requirements of a DU and its other real property (ORP) ancillary facilities. This “whole house” concept integrates M&R with improvements and/or ECIP projects to address the total requirements of a DU at one time. Completion of a revitalization project will extend the life of a DU.

(b) Insofar as is reasonably possible, whole house revitalization projects that result in a DU size change may approximate the programming benchmarks for sizing AFH new construction set forth in table 10–1.

(c) Whole neighborhood revitalization projects will encompass the “neighborhood,” that is, the DUs, supporting infrastructure and recreational facilities, community centers, and energy conservation upgrades to reduce energy costs.

(2) Line Item Improvement Program projects address specific components of a DU (for example, A/C or kitchens) or of an area serving a DU (for example, master utility metering, parking expansion). They are “nonwhole house” projects, which may incidentally address deficiencies in either design criteria or established living standards that have evolved since the DU was constructed or last improved. Unless strongly justified as an exception (for example, remainder of DUs and/or their components meet current standards), Line Item Improvement Program work should be included in a revitalization project.

(3) The M&R and improvement activities require use of the same building and construction trades. Effective use of resources warrants that all work on a DU should be done concurrently if possible. This tends to accelerate progress and reduce time the DU is out of service or at a reduced service level. Therefore, to the maximum extent possible, this type of work should be accomplished as part of a revitalization project.

(4) If the scope of a project needs to be curtailed due to insufficient funding, DUs should be deferred as the 1st priority, then site-related items and associated real property amenities, rather than deleting structural components, quality of construction, or required improvements.

d. Energy Conservation Investment Program projects. These are premised on future savings in energy by virtue of current capital investment. To be accepted for consideration, an ECIP project must have a savings-to-investment ratio equal to or greater than 1.25 and must be amortized in 10 years or less. Congress approves a total program amount for ECIP but limits that total program amount to ECIP projects only. Thus, HQDA may reprogram ECIP funds internally only among ECIP projects within the annual appropriation and authorization.

10–11. Cost of construction projects

a. The approval levels for projects apply only to the funded cost (see DA Pam 420–11). Project funded costs include the following:

- (1) All funded costs for construction.
- (2) Cost financed from contingency funds.
- (3) Government furnished items required by the construction.
- (4) Supervision and administration.

b. Unfunded costs are not part of the project cost. Examples of unfunded costs are design costs and military labor.

c. Replacement of unserviceable household equipment is charged to operations funds. Examples include ranges, refrigerators, and portable dishwashers.

d. All costs connected with master planning, programming, budgeting, and feasibility studies are excluded from the project cost. Use appropriate O&M funds for these costs.

e. Repair work that could not be reasonably discovered prior to initiating a post acquisition construction project is chargeable to M&R accounts, not to the construction project. However, if an improvement project includes concurrent M&R, both the total cost and the cost of the M&R added are constrained to the cost limitations in appendix B.

Section III

Unaccompanied Personnel Housing Construction

10–12. General

a. Requirements. The UPH construction requirements are based on strength projections from the ASIP and valid requirements documentation prescribed in chapter 14.

b. Unaccompanied personnel housing programming criteria.

(1) *Permanent party personnel.* The MCA projects for permanent party personnel will be based only on permanent party requirements. The UPH will not be programmed for the following:

(a) Those for whom FH is programmable.

(b) Soldiers in the grade of E–7 (E–6 in the United States) and above and officers unless community housing is not available or on–post housing is required due to military necessity. If military necessity dictates, it must apply equally to accompanied soldiers assigned like duties. Indicate in the requirements documents that the only E–7s (E–6s in the United States) and above and officers identified as UPH deficits are those for whom community housing is not available or who are required to live on–post because of military necessity.

(c) A soldier married to a soldier, both of whom are assigned to the same installation or within commuting distance.

- (d) Soldiers authorized BAH at the “with dependent” rate assigned duty in CONUS, Alaska, or Hawaii.
- (2) *Permanent party students.* Students attending a course of instruction of 20 weeks or longer, to include personnel attending AIT, are considered permanent party students. Students in temporary duty (TDY) status attending a course of instruction of less than 20 weeks are considered transient requirements. These figures are in the ASIP.
- (3) *Unit integrity allowance.*
- (a) Although a management allowance is recognized for the unit integrity concept at the battalion level or higher, the allowance will not cause the installation’s utilization and/or occupancy rate to fall below 95 percent.
- (b) The unit integrity concept will not be used when it would require a CNA to be issued.
- (c) There is no allowance for unit integrity in the programming of UPH.
- (4) *Trainees.* The MCA barracks for trainees will be based only on trainee requirements.
- (a) Personnel attending initial entry training, to include OSUT, are considered trainee requirements. Enlisted personnel attending initial military training, including BCT, OSUT, AIT, and ASI, are considered trainee requirements.
- (b) Trainee barracks may be programmed for other students, such as NCO Academy, airborne, and ranger, at installations where these soldiers are permanently assigned and required to live in UPH at a centralized training location. The requirement for these soldiers will be based on the daily average number of students required to reside in UPH.
- c. *Unaccompanied personnel housing programming levels.*
- (1) For UPH(PP) the authorized programming level is up to 95 percent of the UPH(PP) programmable deficit (that is, the authorized projected unaccompanied permanent party personnel requirement *minus* UPH(PP) assets).
- (2) For trainee barracks, the authorized programming level is the ASIP billeting load.
- d. *Barracks construction criteria.* Criteria for barracks construction give commanders the flexibility to design barracks with an appropriate balance between private and common areas, depending on local circumstances. The criteria establish broad design parameters to allow installations and their design agents the room to maximize innovation, soldier well-being, and value. Table 10–2 contains the construction criteria for new barracks. Barracks renovations should incorporate this criteria to the maximum extent possible.

Table 10–2
Army’s barracks standard

Item	Criteria
Barracks and support spaces, gross area — includes soldier community building	Max 34 SM (366 SF) per space, or max 36 SM (388 SF) for barracks over 3 stories, or to meet site specific requirements. (Limits set by OSD.)
Barracks room, net area	Garrison commander discretion: max 17 SM (183 SF), min 13 SM (140 SF) except for Korea’s modified “2 + 2,” which is 8.3 SM (90 SF) for modified “2+2” barracks constructed in and before 2001 and 9.65 SM (105 SF) for modified “2+2” barracks constructed after 2001.
Barracks module, gross area	Limited only by OSD cap on total gross area of 34 SM (366 SF) or 36 SM (388 SF) per space.
Private modules	2–bedroom module with a kitchen and one bathroom. Module is designated as “1+1Enhanced (1+1E).”
Soldier community building	Integrate community facilities into barracks building.
Cooking facilities in each barracks module	Stove or cook top, and a microwave oven required in each “1+1E” module. With a cook top, provide convection microwave.
Barracks room closet, net area	United States—Approximately 3 SM (32 SF) OCONUS—Max 2 SM (21.5 SF) with separate bulk storage, or max 3 SM (32 SF) if bulk storage in closet.
Bulk storage (personal)	United States — Delete (replaced by larger closet), OCONUS — garrison commander discretion.
Laundries	Provide a washer and dryer in each module, or shared laundries with at least 1 per floor.
Other support functions, for example, charge-of-quarters (CQ) desk, lobby, activity rooms, kitchen, mailroom, vending, pay telephones, mud room	Garrison commander discretion to select needed functions and locations.
Configuration and exterior appearance	Garrison commander discretion to make similar to private sector housing. Building configuration can include mid-rise, low-rise, garden apartments, town houses.

Table 10–2
Army’s barracks standard—Continued

Item	Criteria
Module access	New barracks shall not have windows opening to a balcony or landing.
Technical design criteria and standards	Industry standards except where military standards are required to meet specific operational needs. Use appropriate methods for occupancy to achieve economy.
Acquisition method	Maximize use of design–build and explore other alternative acquisition procedures such as privatization

10–13. Unaccompanied personnel housing revitalization

a. The key element in the provision of excellent UPH facilities for unaccompanied permanent party soldiers is the ongoing UPH revitalization effort. It consists of the following programs:

- (1) The Whole Barracks Renewal Program which is an MCA funded program primarily for new construction.
- (2) The Barracks Upgrade Program, which is a centrally funded OMA sustainment, restoration, and modernization program predominantly for major revitalization of VOLAR era barracks and other barracks where it is more cost-effective to renovate than replace.

b. The UPH facilities that require revitalization should be programmed at the earliest opportunity in accord with the Army’s BMP (see chap 14, sec III).

c. New construction will comply with the Army Barracks Standards identified in table 10–2. Revitalization should incorporate these same standards and criteria to the maximum feasible extent.

d. Revitalization planning and programming for UPH should consider the following:

(1) Where there is a UPH deficit, program new construction and dispose of or convert substandard UPH (not upgradeable) as appropriate.

(2) Where substandard UPH (upgradeable) exists and there is a programmable need for the UPH, program modernization to bring the UPH inventory up to or as close as reasonably possible to current construction design standards and/or program new construction. When the only deficiency in the UPH building is lack of semiprivate bath for E–5s and/or E–6s, who routinely occupy the building in numbers which reflect the unit’s grade mix, the building will continue to be carried as upgradeable in the installation’s records and will be so noted in the requirements documentation. These assets will be considered as adequate for assignment of all soldiers in grades E–4 through E–1.

(3) Where there is excess adequate UPH, modernization and/or upgrade will not be programmed unless a plan has been clearly defined which will outline inactivation or conversion actions. This plan must be part of the official installation RPMP, per AR 210–20. The RPMP will clearly define the utilization of the UPH assets (present and future) by building, condition of the UPH buildings to be occupied and those earmarked for inactivation or conversion, and projected timetable for completion of all actions. Inactivation means mothballing, control transferred to USAR, ARNG, or Reserve Officers’ Training Corps (ROTC) training, or other actions which would preclude use as active duty UPH. This inactivated and converted UPH would not be modernized until such time as it could be shown that the installation’s UPH requirements have increased. Final disposition of excess UPH facilities will be determined on a need basis over time.

Section IV
Construction Planning and Programming

10–14. General

- a.* Planning and programming for FH construction will be accomplished per this regulation and AR 415–15.
- b.* Planning and programming for UPH construction and modernization will be done per AR 415–15 and AR 420–10.

10–15. Planning

- a.* The installation housing manager—
 - (1) Should participate in the master planning of housing projects and related facilities on the installation.
 - (2) Should be a member of the installation Real Property Planning Board.
- b.* Because of long lead-time requirements, environmental, historical, archaeological, economic, and/or market studies must be started early in the planning process so as not to incur unnecessary delays in timely programming, design, and execution of construction.

10–16. Programming procedures for housing construction

- a.* The ACSIM (DAIM–FD) will provide construction programming and funding level guidance through Army

programming guidance and/or Engineer MILCON guidance, and Program and Budget Guidance. This guidance will address FH and UPH.

b. Installations will prepare their prioritized construction project lists and forward them to the IMA using the Programming Administration and Execution System (PAX).

c. The IMA will consolidate and prioritize its subordinate regions' construction project lists and forward them to HQDA. There are 2 sets of lists—one for AFH construction projects and one for MCA projects. These lists comprise the FYPs. The FYPs are derived from the Capital Investment Strategy of the installation RPMPs and cover the 6-year POM period (see AR 210–20). The FYP identifies specific projects in the first 2 years and, except for new mission projects and incrementally funded projects, investment streams (budget wedges) for major facility categories in the last 4 years. The FYP is submitted biennially and updated at least annually and as required on an exception basis. The HQDA merges the FYPs submitted by the field into a single list. This list is prioritized by the DCS, G–3/5/7 and approved by Army leadership. This list then becomes the Army's segment of the DOD's FYDP.

d. After the program lists have been developed and submitted, project program documents will be submitted. The primary document for programming construction projects is the DD Form 1391. Project documentation, supporting documentation, and DD Form 1391 for AFH construction and MCA projects will be submitted electronically using the DD Form 1391 Processor System, a PAX subsystem. Project documentation must include a life cycle net present value economic cost analysis as specified in paragraph 14–15. These analyses must be available to OSD during the budget review when requested.

(1) The IMA will conduct a project review to ensure that requirements are valid, conform to current objectives, policies, and procedures, and that approved project sitings are consistent with the IMA-approved installation RPMP. The IMA engineer will certify that all planning and related coordination have been accomplished on all budget year projects and that the IMA has obtained the design agent's certification described in paragraph (2), below.

(2) A USACE subordinate command will review project documentation submitted through the IMA regions for compliance with prescribed standards and criteria and cost engineering requirements. Upon completion of the technical review indicating that sufficient documentation is available to start design, a USACE certification will be completed.

(3) The U.S. Army Information System Engineering Command—Fort Detrick Engineering Directorate (USAISEC–FDED) will review the user provided information systems requirement and cost estimate for technical adequacy and will certify projects to the IMA upon completion of the review.

(4) As an alternative to the certification process described in (1) through (3) above, a planning charrette may be conducted to develop the DD Form 1391 documentation package. This package will include all necessary certifications and/or validations for programming the project.

e. After a project's planning and documentation is complete and certified, the IMA will submit the project documentation, supporting documentation, and DD Form 1391 to HQDA for project review. Because Congress has mandated accomplishment of a reasonable amount of design on projects before submitting a budget request, a complete DD Form 1391 must be submitted by the IMA to ACSIM (DAIM–FD) in order to allow lead-time for planning and design. This will be done by 1 February, 3 years prior to the Army's budget submittal (for example, not later than 1 February 2005 for the FY 2008 budget). The ACSIM (DAIM–FD) will use this lead-time to convene the HQDA Project Review Board and obtain design release. A reasonable amount of design is required not later than the summer prior to the President's budget submission in January.

f. Concurrent with receipt of the DD Form 1391 by HQDA and HQ USACE, a review of the project is initiated. The principal reviewers are as follows:

(1) *Army Family Housing construction.*

(a) *ACSIM (DAIM–FDH).* This review focuses on scope, economic analysis, and design.

(b) *USACE (CECW–EI).* This review approves the detailed cost estimates.

(2) *Military Construction, Army.*

(a) *USACE (CEMP).* This review focuses on scope, costs, and special design requirements. It complements the technical review done by the pertinent USACE division/district.

(b) *USACE (CECW–EI).* This review approves the detailed cost estimates and examines the economic analyses.

g. Specific instructions for completing the DD Form 1391 on the automated DD Form 1391 Processor System, to include the standardized tabs for detailed project supporting data, are contained in DA Pam 415–15.

10–17. Monitoring project status

a. Within the PAX is a subsystem called the Construction Appropriation Programming Control and Execution System (CAPCES). It supports the planning, programming, budgeting, and execution of Army construction programs. It provides a mechanism for program management and project tracking by offering a large, comprehensive yet manageable database from which any number of menu-driven or user-designed reports can be generated.

b. During the life cycle of a construction project, CAPCES may be monitored to ascertain the status of any project at any time. (The housing manager should have access to CAPCES in his or her office or through the DPW master planning office.) The CAPCES highlights projects that are delayed in the system, identifying a general reason for the

slowdown and where it is occurring. This information will help to clear projects whose progress in the system has been slowed and will facilitate project approval.

Chapter 11 Leasing

Section I General

11-1. Scope

This chapter sets forth policies, responsibilities, and procedures for administering and executing housing leasing programs.

11-2. Leasing policy

- a.* Housing leasing programs pertain to the Army's leasing of privately owned housing for assignment as Government housing to eligible military and DOD civilian employees.
- b.* Once leased units are accepted, they are assigned and operated like other adequate housing units.
- c.* Since leased housing units will be designated as Government housing, military residents will forfeit all housing allowances upon occupancy of the leased housing.
- d.* Leasing programs will be administered within the criteria and cost limitations established by law.

11-3. Responsibilities for leasing

- a.* The commander, USACE, will locate, negotiate, and execute housing leases in the United States.
- b.* The ACSIM will—
 - (1) Establish management procedures, controls, and reports associated with the housing leasing program.
 - (2) Allocate FH lease authorizations (that is, the number of leases) to the IMA regions.
 - (3) Obtain congressional clearance as required.
- c.* The IMA region directors manage the leasing programs within their respective geographic areas of responsibility. They will—
 - (1) Determine requirements and develop justification for leasing.
 - (2) Ensure that criteria are fully met.
 - (3) Comply with statutory and administrative limitations.
 - (4) Locate, negotiate, and execute leases in foreign countries within the authority of host nation agreements.
 - (5) Plan and program for the O&M of leased housing.
 - (6) Maximize use of FH lease authorizations.
- d.* Garrison commanders participate in the management of the leasing program. They will—
 - (1) Determine leased housing requirements and program accordingly.
 - (2) Prepare and submit requests for required leases.
 - (3) Counsel prospective residents on their obligations, responsibilities, and entitlements upon assignment to leased housing.
 - (4) Assign and operate leased housing units.
 - (5) Establish damage reimbursement and repair procedures.
 - (6) Act as contract administrator when requested.
 - (7) Prepare utilization reports for occupancy.
- e.* Residents will meet the responsibilities set forth in chapter 8.

Section II Family Housing Leasing

11-4. General criteria for leasing

- a.* Family housing may be leased for occupancy by eligible personnel only in areas where—
 - (1) Adequate private rental housing is not available.
 - (2) Government-controlled housing within reasonable commuting distance of the duty station (1-hour driving time) is not available.
- b.* Authority to approve leases or renewals will not exceed the number of lease authorizations and funds appropriated annually.
- c.* Acquisition and disposal of FH leases will be per AR 405-10 and AR 405-90.

d. Leased FH will be adequate as to location, condition, size, and additional criteria as outlined in chapter 4.
e. The sizing benchmarks in table 10–1 and the criteria for family bedroom needs in table 3–2 will be used as guides for leasing for all grades.

(1) Deviations from these space limitations may be approved by the ASA(I&E) where housing of such size is unavailable due to local construction patterns.

(2) The ASA(I&E) may approve increases in the sizing benchmarks on a case–by–case basis when such approval is in the best interest of the Government.

(a) The ASA(I&E) may increase sizing benchmarks by up to 5 percent provided that such increase when combined with another authorized increase does not exceed a cumulative increase of 10 percent.

(b) In foreign areas, the ASA(I&E) may waive sizing benchmarks if there are no alternative DUs.

f. A request for alterations, improvements, and repairs must be submitted with valid justification on DD Form 1391 to ACSIM (DAIM–FD) for ASA(I&E) approval. These requests must be submitted early enough to allow sufficient time to program BP 194000 leasing funds in the Budget Estimate Submission. Normally, work will be limited to that necessary to provide adequate living accommodations.

g. All existing leases desired to be retained and requests for additional leasing authority will be justified by completing the appropriate housing support documentation as outlined in chapter 14. Any requests for leasing to meet unforeseen needs not provided for in the program also must include such supporting data, if applicable (see para 11–11).

11–5. Domestic leasing

a. *Authority.* Leasing of individual FH units in the United States is accomplished under the authority of 10 USC 2828.

b. *Requirement.* Domestic leasing may be undertaken where there is a shortage of adequate housing at or near a military installation and one or more of the following prevail:

(1) The requirement for such housing is temporary.

(2) Leasing would be more cost–effective than construction or acquisition of new housing.

(3) Family housing is required for personnel attending Service school academic courses on PCS orders.

(4) Construction of FH at such installation has been authorized by law but is not yet completed.

(5) A military construction authorization bill pending in Congress includes a request for authorization of construction of FH at such installation.

c. *Constraints.*

(1) Domestic leasing is a temporary solution to meeting housing needs. As such, domestic leasing—

(a) Will be carefully controlled to preclude adversely affecting the local economy.

(b) Will be limited to areas with large deficits of FH for soldiers.

(c) Will be used only until a permanent solution is available, that is, until Government housing programs or the local economy can provide sufficient housing at reasonable cost.

(2) Leasing may be used when the lease cost to the prospective resident would exceed the prospect’s BAH plus the current maximum out–of–pocket costs above allowance. However, the Government leasing agent is permitted to negotiate a Government lease agreement below that amount.

(3) A lease may not be made when the average estimated annual rental for FH facilities or related real property exceeds \$750,000 during the term of the lease until the Senate and House Armed Services Committee of Congress are given a notification of the facts. A waiting period of 30 days must elapse after the notification.

(4) The SA will provide the Committees on Appropriations of the Senate and House of Representatives a quarterly report on the details of all new and renewal domestic leases entered into during the previous quarter which exceed \$12,000 per unit per year, including certification that less expensive housing was not available for lease.

d. *Special programs.*

(1) Title 10 USC 2835 (formerly section 801) housing.

(a) Title 10 USC 2835 (originally authorized by section 801, PL 98–115) permits each of the military departments to enter into long–term domestic build–to–lease contracts with 3rd parties for a limited number of housing units. These contracts will provide housing units, either newly constructed or rehabilitated to rental use, built to DOD specifications, near military installations. These contracts may provide for the contractor to operate and maintain the housing facility during the term of the lease. Contracts will not exceed 20 years and the Government has the first right of refusal to acquire the housing.

(b) Title 10 USC 2835 housing is limited to places where a substantial deficit exists and economic analysis shows build–to–lease the most economic alternative. Analysis setting the cost ceiling must be submitted to the Congress prior to advertising for proposals. Prior to entering into a lease, an EA which shows the build–to–lease alternative most economic must be forwarded to Congress and a period of 21 calendar days elapsed following the date on which the EA is received by the appropriate committees of Congress.

(c) A 10 USC 2835 lease may include provision for the lease of a child care center, civic center building, and similar type buildings constructed for the support of FH.

(d) Since 10 USC 2835 housing is Government-controlled, BAH and other housing allowances will be forfeited. Assignment policy is specified in chapter 3.

(2) Title 10 USC 2836 (formerly Section 802) housing.

(a) Title 10 USC 2836 (originally authorized by section 802, PL 98-115), permits each military department to enter into a limited number of agreements which guarantee rentals to a 3rd party, that is rental guarantee housing. These agreements will provide housing units, newly constructed or rehabilitated to rental use. The housing units will be built to local codes and criteria or, at the Government's discretion, to DOD specifications, on or near military installations. An agreement may not assure the occupancy of more than 97 percent of the units constructed under the agreement. An agreement may not be for a term in excess of 25 years. The agreement may not be renewed unless the project is on Government-owned land, in which case the renewal period may not exceed the original contract term. Priority of renters is military families, single service members, eligible DOD civilians, and other civilians. Rental rates must be in the affordability range of potential renters and may be permitted to escalate.

(b) Should the owner not be able to sustain the agreed to percentage occupancy rate, the Government will pay the difference between the shelter rents collectable at the agreed to percentage and those collected at the actual occupancy percentage. The Government will not assure more than an amount equivalent to the shelter rent of the housing units determined on the basis of amortizing initial construction costs.

(c) Prior to entering into an agreement, an EA, demonstrating that the proposed agreement is cost-effective when compared with alternatives, must be sent to the appropriate committees of Congress and a period of 21 calendar days must have expired following the date on which the EA was received by those committees.

(d) Title 10 USC 2836 agreement may provide for the rental of a child care center, civic center building, and similar type buildings constructed for the support of FH.

(e) Title 10 USC 2836 agreement may only be entered into if existing military-controlled housing at all installations in the commuting area (except for a new installation or an installation for which there is projected a significant increase in the number of families due to an increase in the number of authorized personnel) has exceeded 97 percent use for a period of not less than 18 consecutive months immediately preceding the date on which the agreement is entered into, excluding units temporarily inactivated for major repair or improvements.

(f) A Section 2836 agreement will provide for priority of occupancy for military families.

(g) Since these are private rentals, soldiers will receive BAH and other authorized housing allowances. Also, all applications for rental guarantee housing are voluntary; there are no mandatory assignments to rental guarantee housing.

11-6. Foreign leasing

a. Leasing of FH in foreign countries is accomplished under the authority contained in 10 USC 2828.

b. Foreign leasing may be undertaken—

(1) Where there is a shortage of adequate housing at or near a military installation and one or more of the following prevail:

(a) The requirement for such housing is temporary.

(b) Leasing would be more cost-effective than construction or acquisition of new housing.

(c) Construction of FH at such installation has been authorized by law but is not yet completed.

(d) A military construction authorization bill pending in Congress includes a request for authorization of construction of FH at such installation.

(2) For incumbents of special command positions (as determined by the Director of Administration and Management (OSD) (see para 13-10).

(3) In countries where excessive costs of housing or other lease terms would cause undue hardship on DOD personnel.

(4) Where local restrictions preclude individual leases to U.S. military or civilian personnel.

c. The programming limit for foreign leasing is set at up to 90 percent of the long-range programmable housing deficit.

d. An EA using the standardized set of assumptions and formats in DA Pam 210-6 must show that it is more beneficial to lease than to construct. When leasing is the only alternative for acquisition of housing, submit an EA fact sheet (see para 14-15e).

e. Leasing of housing units in foreign countries may be for any period not in excess of 10 years (15 years in Korea). The costs of such leases for any year may be paid out of annual appropriations for that year.

f. Buy-out clauses must be included in all lease agreements for newly constructed facilities of 10 units or more.

g. A lease cap must be established for each location where high-cost leased units exist. The highest cost leasehold in the area is the cap that is reported to Congress annually. Requests for new or renewal leases that do not exceed the cap established for that country will be submitted to ACSIM (DAIM-FDH) for approval.

h. A lease may not be made where the average estimated annual rental for FH facilities or related real property exceeds \$500,000 during the term of the lease until the appropriate committees of Congress are given a notification of the facts and a period of 21 days elapses after the notification is received by those committees.

i. Any alterations, repairs, or additions to foreign leased units will be limited to that work necessary to provide adequate living accommodations. The cost of such work will not exceed 25 percent (absolute) of the first year's annual rental. Requests for alterations, improvements, and repairs must be submitted with valid justification on DD Form 1391 to ACSIM (DAIM-FDH) for ASA(I&E) approval. Allow sufficient time to program BP 194000 leasing funds in the Budget Estimates Submission.

j. Where it is in the best interest of the U.S. Government, advance rental payments may be made in foreign areas as necessary to comply with law or local custom (10 USC 2396).

k. All requests for new, renewed, or canceled high cost foreign leases must be accompanied by a DD Form 2643 (High Cost Foreign Lease).

l. All leased units designated for or occupied by general or flag officers must meet the criteria and reporting conditions of chapter 13.

11-7. Department of State housing pools

a. The SA and the Secretary of State may agree to house soldiers in Department of State provided housing (Embassy housing) in foreign areas on a reimbursable basis.

b. Leases entered into under these agreements will not be counted against the Army's high-cost foreign lease limitations.

11-8. Limitations on leasing

a. Statutory. Congress has established by law certain limitations on leasing. These limitations, which pertain to costs and numbers of housing units, are subject to being changed by public laws.

(1) Maximum annual rental for a domestic FH unit (including the cost of utilities, maintenance, and operations) is \$12,000. Rental costs between \$12,000 and \$14,000 are considered "high cost" domestic leases and require special authorization. The domestic lease limitations are adjusted on an annual basis by the percentage by which the national average monthly cost of housing (as calculated for purposes of determining BAH rates under 37 USC 403) for the preceding FY exceeds the national average monthly cost of housing (as so calculated) for the FY before such preceding FY.

(2) The SA may lease not more than 8 housing units in the vicinity of Miami, Florida for key and essential personnel, as designated by the Secretary, for the United States Southern Command for which the expenditure for the rental of such units (including the cost of utilities, maintenance, and operation, including security enhancements) exceeds the expenditure limitations in (1), above. The maximum aggregate amount for these leases is adjusted annually by the percentage by which the annual average cost of housing for the Miami Military Housing Area (as calculated for purposes of determining BAH rates under 37 USC 403) for the preceding FY exceeds the annual average cost of housing for the Miami Military Housing Area (as so calculated) for the FY before the preceding FY. The total amount for all such leases may not exceed the amount per year set forth in 10 USC 2828 and the term of any such lease may not exceed five years.

(3) Maximum annual rental for a foreign FH unit (including the cost of utilities, maintenance, and operations) is \$20,000 as adjusted for currency fluctuation as of 1 October 1987 and by the percentage by which the Consumer Price Index for all urban consumers for the prior FY exceeds such Consumer Price Index for the FY preceding the prior FY. Those which exceed this amount are classified as "high cost" foreign leases and require special authorization.

(4) Maximum rental per year for FH facilities, or for real property related to FH facilities, leased under a single lease contract without prior notification to the Congress is as follows:

(a) For domestic leases, \$750,000 (10 USC 2662).

(b) For foreign leases, \$500,000 (10 USC 2828).

(5) Report to appropriate congressional committees annually on all individual transactions for real property in the United States costing between \$250,000 and \$750,000 (10 USC 2662(b)).

b. Administrative. Congress has also issued the following administrative instructions which are directive in nature:

(1) Provide to Congress, semiannually, a list of countries in which the Army has high cost leaseholds, identifying the highest cost lease in each country by city and cost. When a proposed lease in a country exceeds the highest cost lease reported for that country, notify the appropriate congressional committees 21 days prior to entering into the lease.

(2) Perform an economic analysis of all new foreign lease and build-to-lease agreements for more than 25 units and make it available to the appropriate committees.

(3) Include a buy-out provision in any newly constructed foreign build-to-lease agreement for 10 or more units.

c. Costing guidance. To adhere to statutory cost limitations on leasing, the following applies:

(1) Include costs as follows:

(a) Basic shelter rent.

- (b) Maintenance when not provided by the lessor.
- (c) The M&R of Government-owned furnishings.
- (d) Utilities when not provided by the lessor.
- (e) Services, such as refuse collection, if separately contracted by the Government.
- (2) Exclude the following costs:
 - (a) Initial make-ready costs, including provision of Government-owned furnishings. (These start-up costs will not exceed 25 percent of the first year's annual rental.)
 - (b) Any pro rata share of costs for installation services such as refuse collection and fire and police protection.
 - (c) Administrative costs such as assignment, travel, and inspection by installation personnel.
 - (d) Costs above installation level such as costs attributable to USACE districts and other command levels for personnel, travel, inspection, and so forth.
 - (e) Reimbursements to the Department of State for Foreign Affairs Administrative Support costs.
- d. *Private supplementation of lease costs.* Military sponsors are not permitted to supplement the amount paid by the Government to the lessor for a leased unit.

11-9. Build-to-lease

- a. *Concept.* Developers will construct FH on the basis of an agreement with the U.S. Government to lease such housing when it is completed. The Army will assign the leased units as Government housing to eligible personnel who will forfeit all housing allowances. Build-to-lease will be pursued only when there is no other housing, existing or being developed, available for use as Government housing.
- b. *Domestic.* Build-to-lease contracts may be approved when build-to-lease is shown to be more cost-effective than military construction.
- c. *Foreign.* Build-to-lease is a means of meeting FH requirements in foreign countries. While procedures for securing approval for build-to-lease are essentially the same as for leasing existing units, great care must be taken in developing a build-to-lease solution. Build-to-lease requires new construction on the local economy. Thus, exploratory actions are necessary to develop information on the potential for build-to-lease as a basis for recommending a program. Caution must be exercised to ensure that developers do not construe such exploratory action as being based on an approved project, to the point that the housing development is started solely in anticipation of authority for the U.S. Government to lease the resulting FH.

11-10. Leasing process

The leasing process entails several steps. These steps are generally as follows:

- a. Identify a need and substantiate it to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 with housing support documentation as described in chapter 14.
- b. Program and budget for lease requirement.
- c. Initiate Title 10 action (see para 11-11), if required, and notify congressional committees as necessary.
- d. Ensure lease request is within statutory limits.
- e. Execute when all previous steps are favorably concluded. (HQDA approves for execution; IMA regions and installations participate with USACE in execution.)

11-11. Congressional notification

- a. Lease proposals for either new leases or lease renewals whose average estimated annual rental exceeds \$750,000 for domestic or \$500,000 for foreign leases require prior congressional clearance under Title 10. This involves submitting to the Senate and House Armed Services Committee acquisition reports (commonly called Title 10 reports) for both foreign and domestic proposals and to the Appropriations Committee of the House and Senate for foreign proposals.
- b. Leases will not be split or incrementally executed for the purpose of avoiding the congressional reporting requirement. Further, several leases with the same lessor, in the same vicinity, offered within a reasonably close period of time, for accomplishment of the same objective, should be combined for the purpose of congressional reporting. Congressional reports should not be submitted for the entire community deficit unless they meet these same conditions.
- c. To permit for timely processing (to include review, ASA(I&E) approval, preparation for testimony, and congressional clearance), draft congressional reports should be submitted to Commander, USACE (CERE-AM), 441 G Street, NW, Washington, DC 20314-1000, together with full justification at least 6 months (for new leases) and 9 months (for renewal leases) in advance of the date when approval is required. Full justification must include an economic analysis. However, where leasing is the only alternative, submit an EA fact sheet per paragraph 14-15e.
- d. A lease proposal may not be cleared by the appropriate committees unless the actual lease rental is within the parameters established by the sensitivity portion of the economic analysis. Where the actual rental exceeds 15 percent of the estimated rental set forth in the relevant congressional report or where there is substantial deviation in other

material factors, such facts are to be reported to the Commander, USACE (CERE-AM), 441 G Street, NW, Washington, DC 20314-1000, for a determination on whether a revised congressional report should be submitted.

Section III

Unaccompanied Personnel Housing Leasing

11-12. Leasing considerations

- a.* Process lease requests per AR 405-10.
- b.* The authority to lease will not be used to circumvent proper planing for construction or other acquisition alternatives.
- c.* Factor the space adequacy criteria in table 4-2 into the decisionmaking process. Use multiple occupancy if possible and appropriate.
- d.* Leased housing supplements Government-owned housing and will have the same status with respect to its assignment to individuals. Assignment orders to leased housing will be published using the same procedure as for assignment to Government-owned facilities.
- e.* To the extent possible, furnished UPH will be acquired. If unfurnished units are secured, Government-owned or -leased furnishings will be provided.
- f.* Leased housing will not exceed DOD construction criteria except housing units may include kitchens or kitchenettes.

11-13. Lease costs

- a.* Lease costs will include the following:
 - (1) Basic rent for the housing, including furnishings.
 - (2) Utilities such as water, gas, sewage, and electricity (excluding telephone) and services such as trash collection when not included in the rental fee. When it is not feasible to include utilities and services in lease costs and these charges are billed separately to the Government, an estimate of the expected monthly charges for each utility and service will be used to calculate total costs.
- b.* Costs for leases are chargeable to the base operations account if the financing is by the host installation. Leasing costs financed by a tenant are mission costs. The functional category of expense is described in DFAS-IN Manual 37-100-**.

Chapter 12

Mobile Home Parks

Section I

General

12-1. Scope

- a.* This chapter establishes policy, defines responsibilities, and provides guidance for mobile home park (MHP) facilities on Army installations. It applies to—
 - (1) Government-owned MHP.
 - (2) Government-owned, contractor-operated MHP.
 - (3) Contractor-owned and -operated MHP on Government land.
- b.* The term “mobile home” is synonymous with the term “manufactured home” (see glossary).

12-2. Mobile home park policy

- a.* The MHP provided for mobile homes not owned by the Government will not be considered quarters (37 USC 403(k)).
- b.* The MHP requirements will be determined by housing needs identified in accord with the procedures and analyses described in chapter 14.
- c.* If required, Government-owned MHP will be programmed in the FH future years construction program.
- d.* An MHP facility must amortize its construction costs over a 25-year period beginning with the completion of such construction (37 USC 403(k)).
- e.* All installation costs associated with MHP will be included in the established rental rates.
- f.* The MHP space assignments will be on a first come first served basis, irrespective of grade.
- g.* Maintenance standards will be established to ensure an attractive appearance of the MHP immediate and surrounding areas.

h. A mobile home is a mobile dwelling constructed and intended for use as a permanent residence and designed to be moved overland by towing. For purposes of this regulation, a mobile home does not include—

- (1) A privately owned or privately leased bus or rail car converted for use as a residence.
- (2) A boat that is used as a place of residence.
- (3) Recreational vehicles or travel trailers, truck campers, or 5th wheels, either self-propelled or designed to be moved overland by towing.

12-3. Moving expense guidance

a. Moves between Government-controlled housing and MHP during the same tour of duty may be authorized by the garrison commander. The sponsor will bear the costs of voluntary moves. The Government will bear the costs of Government-directed moves.

b. Allowable costs for soldiers, incident to PCS (for example, temporary storage costs and local moves), are contained in the JFTR.

Section II

Government-Owned Mobile Home Parks

12-4. Eligibility

a. All soldiers with accompanying family members and key and essential DOD civilians with accompanying family members are eligible for assignment to available MHP spaces.

b. Unaccompanied soldiers and DOD civilians who are not key and essential may be assigned to MHP facilities on a space available basis.

c. Personnel occupying adequate Government housing will not terminate such occupancy to reside in an on-post MHP if this will result in Government housing remaining vacant.

12-5. Responsibilities for mobile home parks

The garrison commander and the MHP residents share responsibility for the MHP.

a. The garrison commander will ensure that—

- (1) The MHP spaces are in good condition and fully livable at the time of assignment.
- (2) Maintenance activities conform to the AWP and, to the extent practicable, contribute to environmental enhancement and installation attractiveness.
- (3) Residents receive written instructions on their responsibilities and fulfill their responsibilities to include participation in the self-help program for the MHP space and ORP. Self-help does not extend to privately owned or privately leased mobile homes.
- (4) The Government's investment in the MHP is protected.
- (5) A pest eradication and control program is in force for MHP areas external to the resident-owned mobile homes.
- (6) A continuing program for conserving utilities is enforced.
- (7) Action is taken when loss or damage of Government-owned property occurs as a result of resident negligence or willful misconduct.
- (8) Boundaries are set which clearly mark the extent of grounds assigned to each resident for use and maintenance. The boundaries correspond generally to the limits of the logical yard for each MHP space, but will extend normally not more than 50 feet from the mobile home. The installation will maintain the grounds outside these boundaries.
- (9) The MHP spaces are assigned, reassigned, and terminated.
- (10) Waiting lists are established and maintained.
- (11) The MHP spaces are inspected. This includes assignment, termination, resident maintenance of grounds, installation, utility connections, and other special inspections as required.
- (12) Spouses and family members are counseled concerning standards of conduct, care of property, and availability of assistance in resolving complaints.

(13) Records of MHP activities required by this regulation are maintained. This includes—

- (a)* Leases and notices of revocation and termination.
- (b)* Records of rental, utility, and operating service charges billed and collected.

b. Residents will—

- (1) Accomplish self-help tasks of the kind normally expected of tenants in private housing. These include—
 - (a)* Maintenance and repair of resident-owned mobile home.
 - (b)* Pest control for interior of mobile home.
 - (c)* Related servicing for the resident-owned or -leased mobile home.
 - (d)* Care of Government property.
 - (e)* Maintenance of grounds within assigned area.

- (f) Placement of refuse containers at curbside or other stated place for pickup on collection day.
 - (g) Repairing all damage caused by pets.
 - (h) Taking necessary action to prevent and report fires.
 - (i) Blocking, leveling, anchoring, and skirting of resident-owned or -leased mobile home. The mobile home will be anchored when it is blocked and leveled. Skirting must be done within 30 calendar days of assignment. The resident will provide any materials necessary to accomplish these tasks.
 - (j) Connecting utilities to existing facilities (at resident expense).
- (2) Obtain approval of the DPW prior to installing any additions or accessories exterior to the mobile home and within the MHP space.
- (3) Return, upon clearing an MHP, the MHP space and immediate area in a clean, orderly, and undamaged condition per the standards set by the garrison commander.

12-6. Application procedures

Applications for assignment to MHP space will be made through the housing office. Procedures established in chapter 3 apply.

12-7. Waiting list

- a. A separate waiting list will be maintained for MHP spaces.
- b. Eligible personnel occupying MHP spaces may keep their names on the appropriate Government housing waiting list at the same installation. Their position on this waiting list will be according to their original eligibility date as established per paragraph 3-9.
- c. Personnel may be placed on the MHP space waiting list even if they do not currently own a mobile home. However, personnel must be ready to accept assignment of and use MHP spaces when offered or be placed at the bottom of the waiting list. When personnel reach the top of the list the second time, they must move a mobile home onto the space or have their names removed from the list for 90 days.

12-8. Assignment policies and procedures

- a. The garrison commander grants and revokes leases for use of MHP spaces for privately owned or privately leased mobile homes.
- b. Each MHP rental space will be supported by a DA Form 373-R (Lease of Trailer Site) executed by the garrison commander and the MHP space lessee. The lease will cover a specified period of time and will contain renewal options. The period of each lease or lease renewal will not exceed 1 year.
- c. The housing office will prepare and file the original lease. One copy will be given to the lessee.
- d. The lessee will indicate the choice of mid-month or end-of-month payment options on the lease.
- e. Multiple occupancy, subrenting, or subleasing is prohibited. Should the mobile home be sold, removal from the MHP may be required depending upon the length of the waiting list and the status of the purchaser. The garrison commander will make the determination.

12-9. Retention and termination

- a. Personnel occupying MHP spaces are permitted to retain those spaces when any of the conditions listed in paragraphs 3-20 and 3-21 prevail.
- b. The garrison commander may revoke a lease on a minimum of 30 days prior notice for any of the following reasons:
 - (1) Nonpayment of rent.
 - (2) Breach of any conditions of the lease.
 - (3) Extended absence from the mobile home for reasons other than leave, TDY, participation in field exercises, and so forth.
 - (4) Base closure.
 - (5) Where any of the conditions listed in paragraphs 3-19 or 3-22 exist.
- c. The housing office will retain the original notice of revocation (written letter) and give one copy to the lessee.
- d. A lessee who intends to terminate his or her lease will give 1 copy of advance termination notice to the housing manager and keep 1 copy for personal records. This termination notice should be given as early as possible but under normal circumstances not later than 30 days prior to expected termination date.
- e. A soldier who is officially directed by the garrison commander concerned to vacate for cause the premises on which the mobile home is located is entitled to reimbursement for the expenses incurred in moving the mobile home to another site in the vicinity of the installation. Reimbursable expenses include those necessary to prepare the mobile home for transportation and the move itself. Hook-up costs at the new site will be at resident's expense.

12-10. Rental and operating service charges

a. Rent for the mobile home park space.

(1) The cost for construction of MHP facilities must be amortized from rental charges over a period of 25 years beginning with the completion of construction.

(2) The cost of subsequent improvement and major repair projects must also be included in the rent for the MHP space. The costs of such projects will be divided by 300 (25 years X12 months per year) and added to the existing monthly space rent.

(3) The requirement to amortize the cost of construction and subsequent improvements and major repairs expires at the end of the 25-year period regardless of the percent of occupancy or the amount of rent collected.

(4) Where a portion of an MHP is inactivated, no adjustment will be made in the rents of the remaining residents.

(5) When an installation with an existing MHP acquires additional spaces or improves existing spaces, separate rental fees amortizing new construction and improvement costs must be established.

(6) The housing manager must retain records for amortizing new construction, improvement, and major repair costs until disposal of the MHP. During the life of the park, the housing manager must be able to demonstrate that all costs are recovered from MHP users.

(7) The formula for determining monthly space rent is shown in figure 12-1 at equation (1).

$$(1) R = ((C \div T) \div 300)^* + ((I \div T) \div 300)^* + ((M \div T) \div 300)^*$$

$$(2) S = (u + s + m + r + o) \div a$$

$$(3) B = R + S + u$$

Where:

- R = MHP space rent per month
- C = cost of initial construction project
- T = total number of MHP spaces affected by project
- I = cost of improvement project
- M = cost of major M&R project
- S = operating service charges for month
- u = cost of utilities (where utilities charges are individually metered by MHP space, their costs will be excluded from formula (2) and added directly to formula (3), or, if billed directly to the occupant, omitted from both formulas)
- s = cost of operating services
- m = cost of MHP management (assume 50 percent less management effort required for an MHP space than for a family housing dwelling unit)
- r = cost of minor M&R
- o = cost of other operations requirements
- a = projected average number of occupied spaces
- B = total monthly cost to be billed to lessee (round to the next highest dollar)

*Use a like term for each separate new construction, improvement, and major M&R project. As each project is amortized, delete it from the equation.

Figure 12-1. Determination of MHP space rental and operating service charges

b. Operating service charges.

(1) Monthly charges will recoup the cost to the Government for utilities, services, operations, management, and maintenance including common grounds, streets, and other real property serving the MHP exclusively.

(2) Utilities for new MHP spaces will be individually metered. Utilities for existing MHP spaces will be area metered at the MHP boundary (until individual meters are installed) and prorated to residents based on cost to the Government. Individual meters should be programmed for installation as early as practicable using either maintenance or construction improvement funds as appropriate.

(3) The service charge for MHP O&M represents a pro rata share to each lessee of projected charges for the next fiscal year. This charge is based on actual cumulative prior year O&M charges.

(4) The installation will make a detailed review of existing charges and projected costs at least annually to ascertain their adequacy. Coincident with the annual POM and/or BES data input submission, a recommendation for continuance of existing charges or a request for increases or decreases will be submitted to the IMA. When a rate increase has been approved, the lessee will be given a minimum of 30 days' advance written notice prior to the effective date of the rate increase.

(5) The formula for determining monthly operating service charges is shown in figure 12-1 at equation (2).

c. Total rents and charges. The formula for determining total monthly costs to be billed users of MHP spaces is shown in figure 12-1 at equation (3). Total costs will be rounded to the next highest dollar.

d. Maintenance and repair. The M&R associated with MHP are confined to care of common areas, upkeep of utility lines, repair of roads and paved areas, and repair and upkeep of structures associated with the MHP.

e. Repair and improvement projects. Procedures for the submission of repair and improvement projects are as set forth in chapters 7 and 10, respectively. The whole site concept must be used in the formulation of these projects. The cost limitations and approval authorities prescribed in appendix B apply to MHP facilities.

f. Rental payments. The housing manager will establish procedures for MHP lessees departing the installation to ensure payment of monthly rent and charges prior to installation clearance. Procedures will also address departing lessees whose families are to remain in the MHP.

g. Disposition of collections. Rents and charges will be collected by the local OPLOC/FAO and transferred into the AFH account (see para 2-16).

12-11. Programming

a. The MHP facilities are classified as FH other real property.

b. Guidance for programming both construction of new MHP and improvements to existing MHP is outlined in chapter 10.

c. Guidance for programming M&R projects is outlined in chapter 7.

d. Enlargement of MHP may be programmed as new construction or major improvement.

e. MHP may be improved through projects accomplished using improvement funds or incidental improvement funds.

f. A proposal to construct or expand an MHP must be assessed for potential environmental impact.

12-12. Construction

a. Engineering standards. The DPW prescribes criteria pertaining to MHP, including roads and grounds, pads, blocking, bracing, anchoring, other supporting facilities, installed utilities, fixtures, and equipment in MHP and adjacent areas.

b. Local governing bodies and standards. The garrison commander should consider local codes and standards. Government-owned MHP should be of a standard equal to or better than privately owned parks in the community.

c. Utilities. Aerial utilities detract from the residential appearance of the MHP. To the extent feasible, all utilities will be underground.

d. Construction criteria. Construction criteria applicable to new construction of and improvements to MHP are as follows:

(1) Mandatory criteria—

(a) Roadways designed for wheel loading of trucks pulling mobile homes.

(b) Individual meters for utilities (new construction and major upgrades).

(c) Patio (1 per MHP space).

(d) Trash receptacles, except dumpsters.

(e) Central gang mailboxes (lockable).

(f) Individual storage facility (1 per MHP space).

(g) Landscaping.

- (h) Parking (2 vehicles per MHP space).
- (i) Anchors.
- (j) Sidewalks.
- (k) CATV or M/CATV, where commercial television reception is unavailable.
- (l) Exterior telephone service.
- (2) Authorized items—
 - (a) Picnic areas.
 - (b) Playground and tot lots.
 - (c) Recreation area (without swimming pool).
 - (d) Bicycle and walking paths.
 - (e) Perimeter fencing (enhancement only, not security).
- (3) Unauthorized items—
 - (a) Swimming pools.
 - (b) Self-help facility.
 - (c) Laundry facility.
 - (d) Master meters.

12-13. Standards

- a. The MHP spaces and associated ORP are subject to inspections in the same manner as are DUs (see chap 8).
- b. Prospective MHP residents will be advised that—
 - (1) Privately owned and privately leased mobile homes must meet the criteria set forth in section III of this chapter.
 - (2) Mobile homes must be maintained in a good state of repair and appearance.
 - (3) Mobile homes are subject to periodic inspections for compliance with health and safety standards per the terms of the lease dealing with inspections.
- c. Occupancy may be denied if MHP spaces have size or utility system limits that preclude siting certain types of mobile homes.
- d. Utility company or installation personnel will perform utility connections at the expense of the resident.
- e. Any connection, installation, or inspection charges or other expenses associated with setting up the mobile home are the responsibility of the resident.
- f. Special instructions or handbooks for MHP space residents should be provided to residents upon assignment of an MHP space. Instructions should cover tie-down requirements, skirting, privately owned storage sheds, patios, screened porches, fencing, grounds care, recreation areas, parking, maintenance, services, pets, self-help, and so forth. Residents should also be informed of the procedures governing the collection of rents and charges, the services included in the rent, and the services that may incur additional charges such as telephone installation.

12-14. Enforcement of standards

- a. The garrison commander is responsible for the enforcement of the standards for mobile homes located in the installation's MHP. Mobile homes not meeting the appropriate code and installation standards and requirements will not be assigned MHP space. No exceptions will be granted.
- b. The garrison commander may impose additional reasonable requirements.

12-15. Inactivation of mobile home parks

- a. Inactivation of an MHP must be approved by ACSIM (DAIM-FDH), 600 Army Pentagon, Washington, DC 20310-0600.
- b. When approval is given to inactivate an MHP, the following procedures will be observed:
 - (1) Set an initial date for beginning the closure action.
 - (2) Make no new assignments after that date.
 - (3) Set a final date for completion of the closing action.
 - (4) Vacate all spaces, using attrition as much as possible, on or before the final closing date.

Section III

Resident-owned or -leased Mobile Homes

12-16. Policy

Resident-owned or -leased mobile homes will meet minimum health and safety standards to qualify for space assignment in Army MHP. The garrison commander will establish inspection procedures to ensure compliance with standards in paragraph 12-17.

12–17. Construction and safety standards

- a.* Singlewide mobile homes must contain a minimum of 400 SF (37.2 square meters) and not exceed 16 feet (4.88 meters) in width.
- b.* Doublewide mobile homes must contain a minimum of 1100 SF (102.2 square meters) and not exceed 32 feet (9.75 meters) in width.
- c.* Mobile homes manufactured prior to June 15, 1976 must comply with the standards established by the American National Standards Institute and the NFPA.
- d.* Mobile homes manufactured on or after June 15, 1976 must be built to the National Manufactured Housing Construction and Safety Standards (HUD code) in effect on the date of manufacture. All construction and safety standards included in the HUD code preempt state and local regulations.
- e.* Mobile homes must be provided with ground anchors and tie-downs to protect units, awnings, storage sheds, and other accessories from high winds.
- f.* Mobile homes must be equipped with smoke detectors.
- g.* Standards listed above will be checked during the MHP space assignment check-in inspection. Failure to meet standards will result in a denial for occupancy until standards are met.

Section IV

Contractor-owned and –operated Mobile Home Parks on Government Land

12–18. Policy on contractor mobile home parks

- a.* Contractor-owned and –operated MHP are not Government housing for assignment or housing allowance purposes.
- b.* The garrison commander may refer personnel on housing waiting lists to contractor-owned and –operated MHP for possible rental on a voluntary basis.
- c.* The Government will not be a party to any lease, rental agreement, or purchase contract between the contractor and the tenant.
- d.* The Government has the right to review and approve the contractor's standard rental agreement and any changes thereto prior to the initial leasing of any MHP spaces under the agreement or any change thereto.

12–19. Responsibilities for contractor mobile home parks

- a.* The USACE district engineer will—
 - (1) Execute the land lease and monitor compliance with its terms.
 - (2) Review and approve the standard rental agreement between the contractor and tenant.
 - (3) Approve contractor-proposed rental rate increases.
- b.* The garrison commander will—
 - (1) Receive applications, maintain waiting lists, and certify eligibility of prospective tenants to the contractor. In the event no military personnel are referred to the contractor within 30 days after receipt of written notice from the contractor that a unit or units are available, the contractor may lease to other than military personnel as specified in the contract agreement with the Government.
 - (2) Monitor the appearance of the MHP facility and the conduct of the residents.
 - (3) Assist the district engineer in the formulation of the land lease and the execution of the district engineer's responsibilities.
 - (4) Develop, in conjunction with the district engineer and the contractor, appropriate contractual agreements, memorandums of understanding or agreement, or joint standing operating procedures concerning the operation, M&R, appearance, settlement of tenant disputes and problems, evictions, and any other items of mutual beneficial interest.
- c.* The contractor will provide, maintain, and operate an MHP facility on the installation as specified in the terms of the land lease and any contractual agreements, memorandums of understanding or agreement, or joint standing operating procedures.
- d.* The resident will comply with the terms of the rental or purchase agreement with the contractor and with the terms of any contractual agreements, joint memorandums, or joint standing operating procedures between the garrison commander and the contractor.

12–20. Controls

Resident, contractor, and Government satisfaction with the contractor-owned and –operated MHP can be ensured by proper controls. These include—

- a.* A well prepared land lease.
- b.* Accurate and mutually understood contractual agreements, memorandum, or joint standing operating procedures (see para 12–19b(4)).

- c. Strict adherence to and enforcement of the provisions of paragraphs *a* and *b*, above.

Chapter 13

General and/or Flag Officer's Quarters

Section I

General

13-1. Scope

While the provisions of other chapters in this regulation also pertain to GFOQ, this chapter prescribes policies, procedures, and responsibilities that apply uniquely to furnishing, operating, maintaining, repairing, and improving GFOQ.

13-2. Background

a. Many GFOQ are older and larger than the vast majority of the Army's FH inventory. Many are also historic or architecturally significant, or both. These factors tend to drive up the costs of operating and maintaining these units. GFOQ are the most expensive FH units in the inventory. The average annual cost of operating and maintaining a set of GFOQ is generally more than 3 times the worldwide DU average for the total FH inventory.

b. Less than one-fourth of 1 percent of the Army's FH inventory is GFOQ. Yet, reports on how much GFOQ cost are closely scrutinized. Congress has expressed a special interest in the matter and is requiring more detailed reviews of GFOQ costs in the budget approval process. Costs are reported annually to Congress. These reviews are intended to ensure that FH funds are being put to best use.

13-3. General policies for general and/or flag officer's quarters

a. GFOQ will be managed economically considering the age and condition of the housing and the representational responsibilities of the residents. In general, decisions should be made using the "prudent landlord" concept; that is, would a prudent landlord in the private sector accomplish the proposed action? This policy applies to the maintenance, repair, and improvement of the DU and associated grounds and other real property, and to the provision, maintenance, repair, and replacement of furnishings.

b. The high O&M costs associated with GFOQ demand special attention to assure all reasonable economies. While an alternative to high cost is replacement, the criteria for replacing such housing are restrictive. Thus, it is essential that all who have a role in the O&M of such housing exert maximum effort on preserving these housing facilities, particularly those linked to our heritage.

c. Self-help by GFOQ residents is in concert with the "prudent landlord" concept. It is strongly encouraged.

d. The O&M costs will be monitored. Where such costs are consistently above the average for all GFOQ, alternatives such as disposal, diversion, reallocation, conversion, redesignation, major repair, modernization, upgrade, improvement, or replacement should be considered. An economic analysis should be used to aid in determining the preferred alternative. The recommendations accompanying the analysis should discuss considerations given to non-economic factors such as size, location, and historic or architectural significance.

e. GFOQ reports will be prepared for those DUs that meet the requirements set forth in paragraph 16-7.

Section II

Responsibilities for General and/or Flag Officer's Quarters

13-4. Assistant Chief of Staff for Installation Management

The ACSIM is responsible to the CSA for ensuring that the spirit and intent of this chapter are fully met. Specifically, the ACSIM will—

a. Review all requests for work, services, and furnishings in GFOQ requiring HQDA approval.

b. Review and comment on all recommendations for action on high cost GFOQ submitted by the IMA.

c. Resolve major M&R issues forwarded by the IMA for HQDA decision.

d. Review each GFOQ which has—

(1) A request for housing revitalization or improvements.

(2) A major M&R project estimated to cost \$20,000 or more.

(3) Incidental improvement projects estimated to cost more than \$3,000 (\$20,000 for projects which support an exceptional family member).

(4) A total M&R which is expected to cost \$35,000 or more in a FY.

(5) Combined O&M costs estimated to exceed \$60,000 in a FY.

e. Submit requests to Congress for approval to exceed congressionally imposed limitations.

- f.* Analyze annually GFOQ O&M expenditures Army-wide, formulate explanations for high cost units and unusual cost trends, and provide such information as may be required through the CSA to OSD, OMB, and the Congress.
- g.* Develop and manage a program to reduce the annual O&M costs of high cost units.

13-5. Director, U.S. Army Installation Management Agency

The Director, IMA will—

- a.* Ensure that installation and region actions submitted to higher headquarters conform to this regulation and Army regulations referenced herein.
- b.* Review planning for the O&M and construction associated with all GFOQ in the IMA inventory.
- c.* Review the annual budget estimates prepared by the installations for each GFOQ in the IMA's inventory (see para 13-30). Forward those where O&M costs are expected to exceed \$60,000 and those where the M&R component is expected to cost \$35,000 or more to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600. Do not exceed these funding limitations without appropriate approval.
- d.* Seek approval from HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 to carry over congressional approval authority for M&R on a specific GFOQ (see para 13-30*d*).
- e.* Resolve disagreements between the garrison commander and the GFOQ resident on major M&R projects that are forwarded by the IMA region director. Forward such matters to the ACSIM when an HQDA decision is required.
- f.* Review all requests for work, services, and furnishings that require higher authority approval.
- g.* Review and comment on all recommendations for action on high cost GFOQ.
- h.* Review the requests below and forward with comments to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 no later than concurrently with the POM and/or BES input data submission.
 - (1) Each GFOQ request for a major M&R project which is estimated to cost \$20,000 or more and each GFOQ request where total M&R for that GFOQ is estimated to cost \$35,000 or more in an FY.
 - (2) Incidental improvements requests exceeding \$3,000 per DU (\$20,000 per DU for projects which support an exceptional family member) in an FY.
- i.* Analyze annually GFOQ O&M expenditures by installation and region, formulate explanations for high cost units and unusual fiscal trends, and provide such information to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.
- j.* Review and analyze end of 2nd and 4th quarters' GFOQ expenditure reports.
- k.* Review early replacement of carpeting requests for special command positions and forward with comments to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.
- l.* Review and approve O&M costs exceeding \$35,000 up to \$60,000 where M&R does not exceed \$35,000.
- m.* Review and approve M&R costs exceeding \$25,000 up to \$35,000.

13-6. Directors of U.S. Army Installation Management Agency regions

The IMA region directors will—

- a.* Ensure that installation actions submitted to director IMA conform to this regulation and Army regulations referenced herein.
- b.* Review planning for the O&M and construction associated with all GFOQ in the IMA region's inventory.
- c.* Review the annual budget estimates prepared by the installations for each GFOQ in the IMA region's inventory (see para 13-30). Forward those whose O&M costs are expected to exceed \$60,000 and those whose M&R component is expected to cost \$35,000 or more to director IMA. Do not exceed these funding levels without appropriate approval.
- d.* Seek approval, through director IMA, from HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 to carry over congressional approval authority for M&R on a specific GFOQ (see para 13-30*d*.)
- e.* Resolve disagreements between the garrison commander and the GFOQ resident on major M&R projects that are forwarded by the garrison commander.
- f.* Review all requests for work, services, and furnishings that require higher authority approval.
- g.* Review and comment on all recommendations for action on high cost GFOQ.
- h.* Review the requests below and forward with comments to director IMA no later than concurrently with the POM and/or BES input data submission.
 - (1) Each GFOQ request for a major M&R project which is estimated to cost \$20,000 or more and each GFOQ request where total M&R for that GFOQ is estimated to cost \$35,000 or more in an FY.
 - (2) Incidental improvements requests exceeding \$3,000 per DU (\$20,000 per DU for projects which support an exceptional family member) in an FY.
- i.* Analyze annually GFOQ O&M expenditures by installation, formulate explanations for high cost units and unusual fiscal trends, and provide such information to director IMA.
- j.* Review and analyze end of 2nd and 4th quarters GFOQ expenditure reports.
- k.* Review and approve—

(1) Initial issue of supplementary carpeting, draperies, and sheers for both special command positions and non-special command positions.

(2) Replacement of supplementary carpeting, draperies, and sheers that are less than 7 years of age for non-special command positions.

l. Review and approve grounds maintenance waivers.

13-7. Garrison commander

The garrison commander will—

a. Assure that all residents of GFOQ are provided a copy or summary of this regulation.

b. Provide the GFOQ resident with an orientation on his or her GFOQ as soon as possible after occupying the GFOQ.

c. Ensure the development and maintenance of comprehensive plans for the operation, maintenance, repair, and improvement of each set of GFOQ in the installation's inventory consistent with prudent management practices.

d. Assure adherence to an execution plan that accomplishes the correction of identified deficiencies.

e. Review the scope, frequency, and estimated cost of all work in order to provide the resident with recommendations for economically sound alternatives.

f. Advise the resident of all work planned and programmed which is determined necessary to preserve the integrity of the property.

g. Assure that the GFOQ resident has given written approval prior to initiation of M&R work. (The GFOQ resident's approval is not required for M&R work done by SO or work contained in the approved six-year GFOQ plan (SYGP).) M&R work on GFOQ performed between occupancies for which no written approval was given by the previous resident, will be approved in writing by the garrison commander or designee.

h. Accomplish, especially in connection with change of occupancy, only that work consistent with the "prudent landlord" concept.

i. Limit construction, alterations, M&R, and improvements to DOD construction criteria guidelines.

j. Plan for the accomplishment of work during change of occupancy without using civilian overtime or contractor premium pay.

k. Initiate requests for replacement of area rugs or carpet and draperies if replacement is required during change of occupancy M&R.

l. Initiate a recommendation to dispose of, divert, reallocate, convert, redesignate, undertake a major repair on, modernize, upgrade, improve, or replace a DU or associated other real property where O&M costs consistently exceed the average for all GFOQ. Forward such recommendation to the IMA region director for appropriate review and action.

m. Ensure the development and submission of annual O&M budget estimates for each GFOQ in accord with paragraph 13-30. Provide all such estimates to the IMA director. Submit both those estimates which exceed \$60,000 and those estimates whose total M&R costs are \$35,000 or more as a separate approval action to the IMA region director. Do not exceed these funding limitations without appropriate approval.

n. Seek approval through the IMA region director and IMA director from HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 to carry over congressional approval authority for M&R on a specific GFOQ (see para 13-30*d*).

o. Resolve disagreements with GFOQ residents who disapprove any major M&R work essential to protect the Government's investment in the DU. Forward such matters to the IMA region director when necessary.

p. Ensure the preparation of accurate individual quarterly O&M expenditure reports for each GFOQ.

q. Provide all quarterly O&M expenditure reports to GFOQ residents for their personal review and analysis and forward the 2nd and 4th quarter reports to the IMA region director per paragraph 16-7.

r. Ensure that a DD Form 1391 is submitted electronically through the IMA director to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 when a single major M&R project for a GFOQ is estimated to cost \$20,000 or more.

s. Request approval for incidental improvement projects that exceed \$3,000 per DU (\$20,000 per DU in support of an exceptional family member) per FY. Send such requests through IMA channels to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600. Ensure that such projects are for essential or urgent requirements.

t. Maintain permanent GFOQ files to include copies of work requests, contracts, approvals, and other cost control documents applicable to these types of housing and for GFOQ a listing by name of GFOQ residents with their periods of occupancy.

u. Analyze annually GFOQ O&M expenditures, formulate explanations for high cost units and unusual fiscal trends, and provide such information to the IMA region.

13-8. Housing resident

The GFOQ resident will comply with the following:

- a. Be aware of the contents of this chapter.
- b. Be generally familiar with the operations, maintenance, and improvement costs for the assigned DU, associated other real property, and designated grounds.
- c. Personally sign hand receipts for furnishings provided by the Government. Signatures of the spouse, an aide, or an executive officer are not acceptable. However, in the case of a general officer (O-10), the executive officer may sign for the general officer resident when the executive officer is also a general officer.
- d. Be familiar with cost limitations and approval authority levels.
- e. Cooperate to allow work to be done so that the accumulation of deferred work will be avoided.
- f. Conserve utilities by the judicious use of heating and cooling in all rooms including those not used for family living.
- g. Refrain from submitting requests for painting solely of a decorative nature or to satisfy personal taste.
- h. Refrain from submitting requests for procurement of replacement furniture, carpets, or draperies, tiles, wall coverings, or other work on the basis of compatibility with personal furnishings or to suit individual taste and/or color preferences.
- i. Be liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, as set forth in paragraph 8-8.
- j. Be familiar with the maintenance, repair, and improvement work planned and programmed for assigned housing.
- k. Be familiar with the SYGP (see para 13-29), the annual O&M budget estimate (see para 13-30d), and the quarterly O&M expenditure report (see para 16-7) for assigned housing.
- l. Concur in the SYGP developed in accord with paragraph 13-29. Once IMA region approval is obtained, further approval by the GFOQ resident for work requests included in the plan is not required. Only major changes to the approved SYGP must be addressed with the GFOQ resident.
- m. Personally sign the SYGP and any request for the actions and items listed below when not addressed in the approved SYGP. Signatures of the spouse, an aide, or an executive officer are not acceptable. However, in the case of general officers (O-10), the executive officer may sign for the general officer resident when the executive officer is also a general officer.
 - (1) Incidental improvements when requested by the resident.
 - (2) M&R work (excluding all SO work).
 - (3) Disapproval of M&R work considered essential to the continued and long-term use of the DU.
 - (4) Services in excess of the installation's levels for DUs. An example is a request for 3 weekly trash pickups when the standard is 2 weekly pickups.
 - (5) Special allowance items (special command positions only).
 - (6) Waivers of limitations on furnishings cost and ages for furnishing replacements.
 - (7) Furnishings that require exceptions to policy.

Section III

Designated Housing

13-9. Designation of housing

- a. The garrison commander designates housing by pay grade groups in accord with paragraph 3-4. GFOQ are so designated.
- b. The garrison commander may also designate specific DUs for assignment to the incumbents of specific general and flag officer positions.

13-10. Special command positions

- a. The director, Administration and Management, OSD, has the authority to designate new special command positions and cancel old ones. Approved special command positions for which the Army is responsible are listed in table 13-1 (see glossary).
- b. To the maximum extent possible, a specific DU will be permanently designated for each special command position and ACSIM (DAIM-FDH) will be informed of such designations. The IMA director has the authority to approve changes in designated special command position DUs. However, the Director, Army Staff, who is responsible for allocating and assigning all Government-owned and -controlled GFOQ and housing for the Sergeant Major of the Army in the MDW and/or National Capital Region, has the authority to approve changes in designated special command position DUs.
- c. Incumbents of special command positions are entitled to residential housing with amenities appropriate to the level of official entertaining. These amenities include special allowances for table linen, dishes, glassware, silver, and kitchen utensils. Details are contained in section IV, below and appendix H of this regulation.
- d. Requests to establish new special command positions will be sent through director IMA with full justification to

HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600. Justification will include the following:

- (1) Title of position.
- (2) Normal grade for position.
- (3) Present incumbent of position.
- (4) Identification of DU proposed for such designation.
- (5) Reason for a special command position requirement. (Include magnitude of official public entertainment responsibilities on behalf of the SA and/or the Secretary of Defense.)
- (6) Impact if not approved.

Code	Special command position
01	Chairman, Joint Chiefs of Staff
02	Director, Joint Staff, Joint Chiefs of Staff (if Army) (see note 1)
03	Commander, U.S. European Command and Supreme Allied Commander, Europe
04	Deputy Commander, U.S. European Command
05	Commander, Southern Command
06	Commander, Allied Forces Southern Europe
07	Deputy Commander, Allied Land Forces, Southeastern Europe
08	Chief of Legislative Liaison, Army
09	Director, Defense Security Assistance Agency (if Army) (see note 1)
10	Defense Advisor, U.S. Mission, North Atlantic Treaty Organization (NATO)
11	U.S. Representative, NATO Military Committee
12	Deputy Chairman, NATO Military Committee
13	Commander, United Nations Command and Combined Forces Command and Commander, U.S. Forces, Korea
14	Chairman, Inter-American Defense Board
15	President, National Defense University
16	Director, Inter-American Defense College (if Army) (see note 1)
17	Director, Defense Threat Reduction Agency (if Army) (see note 1)
18	Director, Defense Information Systems Agency (if Army) (see note 1)
19	Director, Defense Intelligence Agency (if Army) (see note 1)
20	Director, Defense Logistics Agency (if Army) (see note 1)
21	Director, National Security Agency/Chief, Central Security Service
22	Director, National Imagery and Mapping Agency (if Army) (see note #1)
23	Deputy General Manager, NATO Airborne Warning and Control System Program Management Agency
24	Chief of Staff, Army
25	Vice Chief of Staff, Army
26	Commanding General (CG), USAREUR
27	CG, TRADOC
28	CG, FORSCOM
29	CG, EUSA
30	CG, AMC
31	CG, U.S. Army Japan
32	Superintendent, USMA
33	Deputy Chief of Staff, G-2

Table 13–1 Special command positions—Continued	
34	Commandant, Command and General Staff College
35	Commandant, Army War College
36	Chief of Staff, Air Force
37	Chief, National Guard Bureau
38	Airborne Warning and Control System commander (if U.S.)
39	Deputy Defense Adviser for Research, Engineering, and Acquisition, NATO (if United States)
40	Chief of Engineers and Commander, USACE
41	CG, USARPAC
42	Director for Strategic Plans and Policy, Joint Staff (J–5), Joint Chiefs of Staff (if Army) (see note 1)
43	CG, U.S. Army (SMDC)
44	CG, U.S. Army Network Enterprise Technology Command/9th Army Signal Command
45	Director, George C. Marshall European Center for Security Studies, U.S. European Command
46	Vice Chairman, Joint Chiefs of Staff
47	(Not Used)
48	Director, Defense Commissary Agency
49	Commandant, National War College
50	Commandant, Industrial College of the Armed Forces
Notes:	
¹ Incumbents who are members of the U.S. Army will be provided appropriate housing by the Army. Responsibility for special allowance items for these positions is assigned to the Department of the Air Force.	

13–11. Diversion of family housing for unaccompanied GFOQ residents

a. Diversion of family DUs for the use of permanently assigned officers entitled to BAH at the “without dependents” rate is addressed in paragraph 5–5*b*. Unaccompanied GFOQ residents who are required to reside on the installation will forfeit their housing allowances during the period of occupancy.

b. Costs to maintain and repair an FH unit diverted to UOPH use will be charged to AFH. However, operating costs, including utilities, services, and furnishings, will be funded from OMA.

c. The cost limitations of family DUs apply to those family DUs that have been diverted to UOPH usage but remain in the FH inventory.

d. Individual cost records will be maintained on family DUs diverted to housing unaccompanied general and flag officers.

Section IV

Furnishings for General and/or Flag Officer’s Quarters

13–12. Furnishings management

Policy and procedures for managing furnishings are set forth in chapter 9. This section covers the pertinent requirements for furnishings in DUs designated and used as GFOQ and ICQ. Unique furnishings provisions for privatized representational housing are set forth in paragraph 14–14.

13–13. Furnishings

a. General. Furnishings consist of furniture, household equipment, and miscellaneous items procured under special authority.

b. Supplementary furnishings. Supplementary Government furnishings may be provided in Army–controlled housing designated for and occupied by a general or flag officer and by installation commanders and those garrison commanders (dual hatted as installation commanders) in the grade of O–6.

(1) A commanding officer in the grade of O–6, who commands a unit or activity within the geographic jurisdiction of a military installation and who is not an installation or garrison commander or both will not be provided furnishings associated with command quarters. Installation and garrison commanders below the grade of O–6 will not be provided furnishings associated with command quarters.

(2) Supplemental furniture support will be restricted to the public entertainment areas of the DU and will not replace personal furniture normally expected in relation to grade and family size.

c. Public entertainment areas.

(1) Areas which are intended to accommodate public as well as private entertainment, include the entrance foyer, living room, dining room, and interconnecting stairways and hallways. Upstairs hallways (unless there is no bathroom available for guest use on the 1st floor) and other areas of the DU are not considered as part of the public entertainment area. Guest bedrooms in the DU of a special command position may be included if overnight accommodation of official visitors is required.

(2) Garrison commanders will maintain an approved supplementary furnishings plan that defines the approved public entertainment areas for GFOQ and ICQ.

d. Supplementary furnishings plan. Each GFOQ and ICQ provided supplementary furnishings will have a current supplementary furnishings plan. This plan will consist of the following:

(1) A floor plan, with net lineal footage, to scale which—

(a) Depicts the area designated as public entertainment area.

(b) Indicates where window treatments will be used. Identify window treatments by their type, for example, drapes, curtains, sheers, venetian blinds, shades, and so forth.

(2) A listing of the supplementary furnishings items referenced to their line item numbers in CTA 50–909. Where an exception has been granted for specific furnishings items, reference those items to their approval document.

e. General and/or flag officer's quarters and installation and/or garrison commander's quarters diverted to unaccompanied officer personnel housing. Restrictions concerning the provision of supplementary furnishings do not apply when the GFOQ or ICQ is diverted to UOPH. In such cases, the DU will be appropriately furnished, if requested, according to size, to include the provision of a washer and dryer.

f. Supplementary furnishings approval authorities. Approval authorities and limitations are at table 13–2. Paragraph 13–21 contains waiver guidance.

g. Disposition of furnishings upon housing redesignation. Where representational housing is redesignated for other use or is assigned to a resident who is not eligible for Government–provided supplementary furnishings, the provisions of paragraph 9–17g apply.

Table 13–2
Supplementary furnishings approval authorities (see note 1)

Furnishings: Initial issue of carpeting, draperies, and sheers (FOR SPECIAL COMMAND POSITIONS)

Age Limit: not applicable

Cost Limit: not applicable

Approval Authority: IMA region director

Furnishings: Initial issue of carpeting, draperies, and sheers (FOR OTHER THAN SPECIAL COMMAND POSITIONS)

Age Limit: not applicable

Cost Limit: not applicable

Approval Authority: IMA region director

Furnishings: Replacement of carpeting, draperies, and sheers (FOR SPECIAL COMMAND POSITIONS)

Age Limit: 7 years or more

Cost Limit: not applicable

Approval Authority: Garrison commander

Furnishings: Replacement of carpeting, draperies, and sheers (FOR SPECIAL COMMAND POSITIONS)

Age Limit: Less than 7 years

Cost Limit: not applicable

Approval Authority: Director IMA

Furnishings: Replacement of carpeting, draperies, and sheers (FOR OTHER THAN SPECIAL COMMAND POSITIONS)

Age Limit: 7 years or more

Cost Limit: not applicable

Approval Authority: Garrison commander

Furnishings: Replacement of carpeting, draperies, and sheers (FOR OTHER THAN SPECIAL COMMAND POSITIONS)

Age Limit: Less than 7 years

Cost Limit: not applicable

Approval Authority: IMA region director

Table 13–2
Supplementary furnishings approval authorities (see note 1)—Continued

Furnishings: Initial issue and replacement of furniture items authorized by CTA 50–909 for use in approved public entertainment areas

Age Limit: not applicable

Cost Limit: not applicable

Approval Authority: Garrison commander

Furnishings: Initial issue of authorized special allowance items for special command positions (see app H)

Age Limit: not applicable

Cost Limit: \$16,000

Approval Authority: HQDA

Furnishings: Maintenance, repair, and replacement of authorized special allowance items for special command positions (see app H)

Age Limit: not applicable

Cost Limit: \$2,000 per FY

Approval Authority: Garrison commander

Notes:

¹ Furnishings (to include special allowance items) not authorized by CTA must be approved by HQDA. Installations may accomplish maintenance and repair of carpeting, draperies, sheers, and furniture as required.

13–14. Furniture

a. The procurement, repair, and replacement of furniture for GFOQ and for housing occupied by an installation commander in the grade of O–6 are restricted to supplementary furniture for the public entertainment areas. Excepted are the following:

- (1) Those overseas areas where complete furnishings are provided.
- (2) Those overseas areas where shipment of household goods is limited or optional.
- (3) Those GFOQ and ICQ diverted to UOPH.

b. The determination of specific supplementary furniture items to be provided by the Government will be made by the garrison commander based on the resident's request and the supplementary furnishings plan for the DU. Such items must be authorized by CTA 50–909 or by an exception obtained in accord with paragraph 13–21. Such items may be issued from the installation's current furniture inventory. If unavailable from this inventory, or available but not suitable for their intended use, such items may be procured from GSA sources. Draperies, however, may be procured from local sources.

c. When requested and available for issue, quantities of furniture authorized by CTA 50–909 may be increased for DUs of unusual size, design, and layout. The garrison commander may approve such requests.

d. Where weight limitations on shipment of household goods have been imposed, or shipment of household goods is optional, additional furniture will be provided to the extent applicable for the geographic location. Furniture issued for other than the public entertainment areas will be from the installation's current inventory.

e. Generally, one-time repair on authorized items will not exceed 75 percent of current replacement cost. No Government funds will be expended to repair, replace, move, or handle unauthorized furniture except for one-time moving and handling costs to property disposal.

13–15. Household equipment

a. The following items are authorized for GFOQ and the housing of installation commanders in the grade of O–6:

- (1) One double oven cooking range.
- (2) Two refrigerators (1 with icemaker, 17–22 cubic feet).
- (3) One food freezer.
- (4) In the absence of a built-in dishwasher, 1 portable dishwasher.
- (5) One washer and dryer in those cases where a GFOQ or an ICQ is diverted to UOPH.
- (6) One carpet shampooer.
- (7) One microwave oven (only for GFOQ and ICQ in USAREUR and, upon written request, for special command positions in CONUS).
- (8) Fireplace ensemble (per open fireplace).

b. Installed dishwasher and garbage disposal will be provided as part of the DU when feasible.

c. Procurement, repair, and replacement of clothes washer, dryer, microwave oven, and patio set (consisting of 1 table, dining with umbrella; 4 chairs, dining; 1 table, coffee; 2 tables, end; 2 chairs, rocker; and 1 loveseat) are authorized only for special command positions and for other GFOQ and ICQ in overseas areas.

d. Procurement, repair, and replacement of clothes washer, dryer and microwave oven are also authorized for GFOQ and ICQ diverted to UOPH.

13-16. Area rugs or wall-to-wall carpeting

a. The provision of suitable area rugs or wall-to-wall carpeting as furnishings is authorized for the public entertainment areas of GFOQ and housing occupied by installation commanders in the grade of O-6. The installation of wall-to-wall carpeting is not authorized over existing serviceable hard wood floors, or wood floors that can be restored economically. Instead, area rugs may be issued for those areas where carpeting is authorized, including official guest bedrooms for special command position housing. Area rugs should not normally cover more than 70 percent of the room's floor surface.

b. Wall-to-wall carpeting installed over prime floors is considered EIP and is accounted for on furnishings records. Carpeting installed as the prime flooring is considered installed real property and is accounted for on real property records. In instances where wall-to-wall carpeting is determined to be the most economical primary floor covering, it will be considered installed real property and accomplished using either M&R funds or improvement funds, as appropriate. For additional information see CTA 50-909, appendix F.

c. Only high-quality area rugs and/or GSA equivalent carpeting will be used. The type of area rugs or carpeting selected will be suitable for the expected level of traffic. It shall be of a neutral shade, such as beige, so as to be acceptable to a succession of residents having furnishings of various decors. Bright colors and prominent patterns shall be avoided. White, off-white, deep pile, or shag carpeting shall not be used.

d. Area rugs or carpeting may not be replaced at intervals less than 10 years without the specific approvals cited in table 13-2 and paragraph 13-21. In no case will age or color be the sole determinant in deciding whether to replace area rugs or carpeting.

e. The following information will be included in requests for area rugs or carpeting and submitted to the proper authority (see table 13-2 and para 13-21).

- (1) Identification of the GSA Federal Supply Schedule special item number or national stock number.
- (2) Color selection.
- (3) Number of square yards required.
- (4) Separate cost for area rug or carpeting, padding, and installation.
- (5) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing area rug or carpeting. Photographs showing the deteriorated condition may be required for approval authority review. If age of existing area rug or carpeting is less than seven years, justification for early replacement will be submitted to the proper approval authority identified in table 13-2. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

(6) Floor plan of the DU, as described in paragraph 13-13*d*, indicating public entertainment area, area(s) to be carpeted, and dimensions of each area.

f. Wall-to-wall carpeting may be installed in other living areas as a primary floor finish when economic analysis demonstrates that such carpeting is the most economical primary floor finish. Such carpeting shall be compatible with the standards for the construction of new housing.

13-17. Draperies and sheers

a. Draperies and sheers are authorized for the public entertainment areas of GFOQ and housing occupied by an installation commander in the grade of O-6.

b. Draperies and sheers will be of a neutral shade so as to be acceptable to a succession of residents having furnishings of various decors. Draperies of an extravagant or ostentatious nature will be avoided.

c. Draperies and sheers will not be replaced at intervals less than 10 years without the specific approvals cited in table 13-2 and paragraph 13-21.

d. The following information will be included in requests for draperies and submitted to the proper approval authority.

- (1) Number of yards of materials required. Sheers will be identified separately. Cornices, swags, and other treatments, if applicable, will also be identified separately.
- (2) Separate costs of material, lining, related subitems and installation.
- (3) Floor plan, as described in paragraph 13-13*d*, showing public entertainment areas and location and dimensions of each window area. If applicable, also indicate wall areas where draperies are to be used and window and valance treatment.
- (4) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing draperies. If age of existing draperies is less than 7 years, justification for early replacement is required. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

13–18. Draw curtains

- a. Draw curtains may be provided as an alternative to window shades or blinds and used on sliding glass or glass doors.
- b. Draw curtains will be unlined and made of fire retardant synthetic cloth, washable, shrink safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.
- c. Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for the provision of venetian blinds and shades. The normal life expectancy of draw curtains is 6 years.
- d. When installed to replace existing window coverings beyond economical repair, draw curtains are chargeable to maintenance funds. In all other cases, installation is chargeable to construction.
- e. Procurement of draw curtains requires garrison commander approval.

13–19. Special allowances

- a. Incumbents of special command positions are authorized special allowances of table linen, china, glassware, silver, and kitchen utensils. Special allowance items are listed at appendix H.
- b. Expenditures for these items will not exceed \$16,000 for the initial outfitting and \$2,000 in any one subsequent fiscal year for maintenance, repair, and replacement for any individual special command position. Where a larger inventory has been acquired under special authority, augmentation is not authorized. Concerted effort should be made to inspect items annually or upon change of occupancy. Annual allowances should be used to the extent necessary to maintain items in usable condition and eliminate large one-time purchases.
- c. Items of china, glassware, and silver will not be decorated with crests or other insignia and should be selected in accord with appendix H. Service stocks for other branches of service will continue in accord with their established standards.
- d. Funding for initial issue, replacement, and maintenance of special allowance items will be borne by the military department responsible for O&M of the housing except for rotational positions in Joint commands and Defense agencies headquartered in the Washington, DC area where successive incumbents are usually from different military services. These general and flag officers will be housed by their respective services without permanently designating specific DUs. Responsibility for managing and financing the procurement, issue, receipt, storage, and repair of special allowance items supporting special command positions in the Washington, DC area, for which housing is not permanently designated, has been assigned to the Department of the Air Force.
- e. Responsibility for the acquisition and management of special allowance items (except china, crystal, and flatware) for Army-controlled, permanently designated special command position housing is assigned to the IMA director. The U.S. Army Military District of Washington (ANMY-PWH), Fort Myer, VA 22211-5050 is responsible for the acquisition and management of china, crystal, and flatware for all Army-controlled special command position housing. These authorities may not be delegated.

13–20. Furnishings inventory

Furnishings provided in representational housing will be included in the Furnishings Management Module database of the HOMES.

13–21. Waivers

Requests for early replacement (that is, in less than 7 years) of area rugs, wall-to-wall carpeting, and draperies or issuance of furnishings items that are not authorized by CTA 50-909 or this chapter should be infrequent. If an exception is deemed necessary, however, requests will be submitted in accord with the following guidance:

- a. *Special command positions.* Requests from incumbents of special command position housing in NATO and/or Supreme Headquarters Allied Power Europe will be forwarded through the executive officer, Supreme Allied Command Europe, for review and validation of official representational needs. Requests from incumbents in all other special command position housing will be forwarded through the IMA region with appropriate comments. All requests will be sent to headquarters IMA.
- b. *Non-special command positions.* Requests will be forwarded to headquarters IMA.
- c. *Justification.* All requests must include a justification signed by the general officer resident. In the case of an O-10, however, the executive officer may sign the request if the executive officer is a general officer.

Section V

Operation and Maintenance for General and/or Flag Officer's Quarters

13–22. Priorities

All DUs will compete equally for maintenance, repair, and services. The GFOQ residents should make an effort to discourage well-meaning but overzealous subordinates from requesting maintenance or services beyond that which is clearly essential or from seeking unreasonable response time to routine requests for their superiors' GFOQ.

13-23. High-cost housing

Many GFOQ are large with some ranging 4,000 to 10,000 SF or more. By the very nature of their size they incur high annual O&M costs. Many GFOQ are old, having been built before energy conservation became a national concern. Old housing units have finite lives with systems and components that are wearing out and failing. These need to be replaced. All of these factors lead to higher costs. High-cost housing is defined as those GFOQ whose combined annual O&M costs exceed \$60,000 in an FY for 3 consecutive FYs. High costs demand special attention and prudent management to optimize the use of scarce resources.

13-24. Special maintenance and repair requirements

Congress requires the Services to assure that effective management controls are utilized for GFOQ.

a. Maintenance and repair for general and/or flag officer's quarters.

(1) By congressional mandate, the total of all M&R obligations, including costs for asbestos and lead-based paint removal on each GFOQ is limited to \$35,000 (absolute) per FY unless specifically reported to and approved by the Congress. Such reporting will be done by including detailed justification material with the annual AFH budget submittal. For purposes of ensuring that funding limitations are not exceeded, all costs directly associated with the GFOQ, including associated ORP intended for the exclusive use of the GFOQ resident, must be captured for inclusion in the quarterly expenditure report.

(2) After the budget submittal has been approved by Congress, Congress must receive prior notification for out-of-cycle work as follows:

(a) When the change-of-occupancy cost for a GFOQ will exceed the congressionally approved amount by \$5,000 or 25 percent, whichever is less.

(b) When repair costs for a GFOQ due to an emergency or act of nature will exceed \$35,000 (statutory) for a DU not previously reported.

(3) Requests for out-of-cycle requirements must be submitted over the signature of the SA.

(4) Emergency requirements and those necessary to ensure the health and safety of residents should be submitted by the most expeditious means to ACSIM (DAIM-FDH) for processing through the ASA(I&E) to Congress.

(5) When a single major M&R project for a GFOQ is estimated to cost \$20,000 or more, send a DD Form 1391 for the project to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600. Prior congressional approval is not required provided the total M&R costs for the GFOQ does not exceed \$35,000 (absolute), including costs for asbestos and lead-based paint removal, for the FY. Design costs for M&R projects involving GFOQ are chargeable to the GFOQ. Where a major M&R project addresses multiple units, including 1 or more GFOQ, a pro rata share will be assessed for each GFOQ (design cost divided by number of DUs equals pro rata share). The same criterion applies to the cost for supervision and administration.

(6) Requests for incidental improvements exceeding a total of \$3000 for each GFOQ in the budget year must be submitted to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600. The total M&R cost per GFOQ per FY may not exceed \$35,000.

(7) Where asbestos and/or lead-based paint removal costs cause the approved threshold to be exceeded after approval, HQDA will provide Congress with after-the-fact notification. These requests must be approved by HQDA before execution.

(8) Provisions for the maintenance of grounds and landscaping by the GFOQ resident as set forth in paragraph 7-19i apply to GFOQ. However, the IMA director may grant exceptions to this policy when the GFOQ incumbent is assigned to a special command position or when GFOQ grounds are constantly exposed to general public view and make a unique contribution to the appearance of the installation. In such cases, maintenance of the grounds and landscaping would be done by the DPW. It should include the immediate assigned grounds and should be consistent with reasonable and prudent practices, avoiding excess services and maintenance. Official records of such exception and funds expended shall be maintained by the installation and shall be reviewed by the GFOQ resident. No other exceptions to this policy will be granted without prior approval by the ASA(I&E).

b. Operation and maintenance for GFOQ.

(1) To ensure effective management of GFOQs, the ASA(I&E) requires submission for approval those GFOQs where O&M will exceed \$60,000 in an FY. The IMA director may approve O&M costs estimated at less than \$60,000 per GFOQ per FY provided that total M&R costs do not exceed \$35,000 (absolute). Garrison commanders may approve O&M costs estimated at less than \$35,000 per GFOQ per FY provided that total M&R costs are less than \$25,000 (absolute).

(2) To meet the directives from Congress and the ASA(I&E), installations will prepare an annual O&M budget estimate for each GFOQ in accord with paragraph 13-30. After review by the IMA region director, these estimates will be forwarded to director IMA. The director IMA will send those estimates where O&M exceeds \$60,000 to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.

(3) The budget estimate will include all O&M costs to the DU, appurtenant structures, and all other related areas and facilities intended for the exclusive use of the GFOQ resident.

(4) Changes to budget estimates will be done in accord with paragraph 13–30c.

13–25. Work authorization

- a. M&R work for GFOQ may be authorized for accomplishment per paragraph 7–5.
- b. GFOQ resident approval is not required for SOs.
- c. GFOQ resident approval in writing is required for all IJOs when the work covered by the IJO is not included in the SYGP.
- d. M&R projects initiated for GFOQ must be submitted either as individual projects independent of non–GFOQ projects or as separate bid items in an omnibus project. In either case, each GFOQ must be specifically identified with its own separate cost estimate.

13–26. Disagreements on maintenance and repair work

Where the GFOQ resident disapproves any major M&R work essential to protect the Government’s investment in the DU, the GFOQ resident will be required to sign a formal disapproval. When the GFOQ resident disagrees with the scope of work or disapproves the project and the matter cannot be resolved at the installation, it will be forwarded to the IMA region director for resolution. Should the IMA region director not resolve the matter, the issue will be forwarded to director IMA for resolution. Should the matter remain unresolved, director IMA will forward the issue to the ACSIM for resolution.

Section VI

Construction for General and/or Flag Officer’s Quarters

13–27. New construction

- a. The number of general and flag officers authorized is relatively constant. Many are assigned to key and essential positions, which require that they reside on installations. Most of these positions have Government–provided housing designated for their incumbents. Hence, the requirement to construct new GFOQs should occur only infrequently.
- b. New construction of GFOQ could be expected when—
 - (1) A key and essential general or flag officer position is permanently added at an installation.
 - (2) Security of a general or flag officer and his or her family demands housing on a military installation rather than in local communities.
 - (3) A decision is made to replace existing high cost GFOQ or GFOQ completely destroyed by fire or other disaster.
 - (4) An existing GFOQ can no longer be economically maintained.
- c. Requests for construction of GFOQ must be accompanied by economic analyses using life cycle considerations which examine all feasible alternatives. Where redesignation of existing housing among grade categories is not feasible, a strong justification must be submitted with the request.
- d. See also chapter 10, sections I, II, and IV.

13–28. Reprogramming post acquisition construction

Although HQDA may reprogram (see para 10–10 and app B) a post acquisition construction project within the annual appropriation and authorization except for individual DUs costing \$50,000 (\$60,000 to support the disabled) or more (\$35,000 for foreign source DU), no such projects will be done for GFOQ through reprogramming action. All such projects must be planned for, programmed, and included in the annual budget submittal to Congress.

Section VII

Planning, Programming, and Budgeting for General and/or Flag Officer’s Quarters

13–29. Planning and programming

- a. In accord with paragraph 2–9, the FH inventory at installation level will have a current, integrated series of plans associated with its sustainment. Additionally, each GFOQ will also have an individual SYGP.
- b. The SYGP will be—
 - (1) Created, modified, and edited only at the installation.
 - (2) Signed by the GFOQ resident.
 - (3) Developed for the program execution year plus the 5 subsequent years and updated prior to the start of each fiscal year.
 - (4) Synthesized from the AWP, LRWP, FYP, the President’s budget and congressional action on the President’s budget so as to reflect the most current information on O&M and construction.
 - (5) Interrelated with the plans (AWP, LRWP, FYP, and FHMP), identified in paragraph 2–9. (The SYGP provides opportunities for prudent management decisions and may elicit changes in 1 or more of the 4 related plans. The inter–relationship of these plans as well as both budget execution and budget formulation are shown in figure 13–1.)

(6) Estimated from the O&M costs developed in accord with allocation guidelines cited in paragraphs 13–35 and 13–36.

(7) Used as the basis for preparing the annual budget estimate (para 13–30).

c. A suggested format for a SYGP is at figure 13–2. Users should adjust the format to meet their needs for specific GFOQ. Data entered in the SYGP should correspond to the type of data on DA Form 4939 (General/Flag Officer's Quarters Quarterly Expenditure Report).

d. The SYGPs are filed electronically at <http://housing.army.mil>. Use of the Web site is mandatory. Click on the "Links" button, then the menu item identified as "6 Year Plan/Expenditure Report." For instructions on how to fill out the SYGP document, click on the button identified as "6YP Manual." This user's guide can be viewed electronically or printed out. A user ID and password are required. These can be obtained from ACSIM (DAIM–FDH).

e. A detailed review of the plans discussed in paragraphs 2–9 and b, above will provide a complete perspective of each GFOQ's funding requirements. This will aid the resident, the housing manager, and the garrison commander in making sound, sensible management decisions on the long–term and immediate requirements for the housing.

f. Disposition of the six–year GFOQ plan .

(1) The SYGP will be developed as a coordinated effort with the GFOQ resident and submitted to the IMA region director. All SYGPs must be concurred with by the GFOQ resident and approved by the installation, the IMA region director, director IMA, and ACSIM (DAIM–FDH) on an annual basis prior to the start of the program execution year. Once the plan is concurred with by the resident, further concurrence on individual tasks is not required; only major changes to the plan require resident concurrence.

(2) For the SYGP whose O&M costs are expected to exceed \$60,000, forward the SYGP and budget estimate for that GFOQ concurrently to ACSIM (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600.

(3) Only IMA regions, IMA, and ACSIM (DAIM–FDH) with access authorized may view and print the SYGP. Only installations have edit rights.

13–30. Budgeting for general and/or flag officer's quarters operation and maintenance

a. Requirement.

(1) An annual budget estimate will be prepared for each GFOQ to reflect its estimated cumulative AFH O&M costs. An annual budget estimate will be prepared in the 1st year of the biennial budget cycle for each of the 2 years in that cycle. In the 2nd year of the cycle an updated budget estimate will be prepared when there is a change to the previously submitted estimate.

(2) The budget estimate identifies and justifies estimated costs and, where applicable, serves as a request for HQDA approval to exceed the O&M cost limitations set forth in appendix B.

(3) Budget estimates for GFOQ will be developed locally in accord with AFH budget guidance published by HQDA. Round estimated costs to the nearest hundred dollars. Figure 13–3 presents a suggested format for a GFOQ budget estimate. The suggested format is derived from the O&M cost account structure contained in DFAS–IN Manual 37–100–** and corresponds to the type of data on DA Form 4939. This format should be modified to meet individual needs. Users should use only those stub entries in figure 13–3, which accommodate the specific requirements of their individual GFOQ.

b. Disposition of budget estimates.

(1) All estimates will be reviewed and concurred in by the GFOQ resident (if the SYGP has not been signed by the GFOQ resident), validated by the garrison commander, and submitted to the director IMA for approval or forwarding to HQDA. Review should be done in conjunction with the SYGP.

(2) The O&M estimates which exceed \$60,000 in an FY and those O&M estimates whose M&R component exceeds \$35,000 in an FY will be forwarded by the director IMA to HQDA, ACSIM, ATTN: DAIM–FDH, 600 Army Pentagon, Washington, DC 20310–0600. Such estimates will be submitted so as to arrive not later than concurrent with the POM and/or BES input data submission.

c. Changes to budget estimates.

(1) Every effort should be made to anticipate O&M expenditures far enough in advance so that they can be included in the annual budget estimate. If, during the execution year emergent requirements make it necessary to exceed the previously approved budget estimate, a revised budget estimate will be submitted to the director IMA. Revised estimates will be submitted as soon as possible after the need for a change has been identified.

(2) Revised O&M estimates that exceed \$60,000 will be forwarded by the director IMA to HQDA, ACSIM, ATTN: DAIM–FDH, 600 Army Pentagon, Washington, DC 20310–0600, for reapproval action.

(3) When the M&R component of the O&M revised estimate exceeds \$35,000 for the first time for a *bona fide* emergency, prior congressional approval must be obtained for an out–of–cycle M&R requirement. Out–of–cycle M&R notification must be signed by the SA.

(4) Revised budget estimates will include the following:

(a) The approved budget amount, amount of change, and newly estimated amount for each subordinate detailed cost account.

(b) A complete narrative description and cost of the work and/or service which will cause the cost increase and the reason that the work and/or service must be done in that FY. (This may be done by footnoting the change amounts in the revised budget estimate.)

(5) Revised budget estimates will also include a statement that all known repairs for the DU are included. If not included, give the reason.

(6) Approval of an annual O&M budget estimate in excess of \$60,000 constitutes a new O&M limitation for that GFOQ in that FY. Any further increases will require reapproval by HQDA.

d. Carry over of congressional approval.

(1) There may be occasions when, for cogent reasons, the congressionally approved amount of M&R for a specific GFOQ cannot be fully obligated in the FY for which approval was obtained (for example, a programmed change of occupancy did not take place). The amount approved for an express purpose which could not be obligated, may be carried over to the following FY, if approved by director IMA.

(2) Requests to carry over approval from one FY to the following FY must be sent through the IMA region director to director IMA (SFIM-OP-P), 2511 Jefferson Davis Highway, Arlington, VA 22203-3926. Requests will include the amount to be carried over, reasons why funds could not be obligated, and the following FY's M&R program for the GFOQ. The DA Form 4939 must be annotated to reflect the carry over of congressional approval.

(3) Approval to carry over will be authorized only for GFOQ that were previously reported to Congress for M&R over \$35,000.

(4) Every effort should be made to complete carry over work within 2 years from the date of the original project authorization by Congress.

Section VIII

Costing General and/or Flag Officer's Quarters

13-31. General

a. Installations that are responsible for the O&M of GFOQ will maintain separate subordinate cost accounting records at the detail activity and performance level for each GFOQ. These cost records will be maintained for special reporting purposes to provide an analysis of the directly identifiable costs for the O&M of GFOQ.

b. Costs should be charged to individual GFOQ to the extent that they are directly and practically identifiable and measurable to the given DU and to that associated other real property which is for the sole use of the general or flag officer who occupies the given DU. Summary costs charged to the FH program which cannot be identified or directly chargeable to a specific GFOQ, should be allocated to that DU through the use of standards, estimates, or prudent allocation guidelines outlined in this section.

13-32. Factors influencing costs

a. The costs of operating and maintaining a specific DU are dependent upon a very large array of factors. These include the following:

- (1) Age.
- (2) Size.
- (3) Design.
- (4) Types of materials.
- (5) Quality of construction.
- (6) Condition.
- (7) Location.
- (8) Weather.
- (9) Climate.
- (10) Topography.
- (11) Site layout.
- (12) Kinds of utilities.
- (13) Family size.
- (14) Ages of family members.
- (15) Life style of family.
- (16) Turnover experience.
- (17) Energy efficiency of household equipment.

b. Every DU is affected differently by these and other factors. The number of variables makes it impossible to derive a formula that will allocate costs to individual DUs with any degree of accuracy. Hence, simple allocation rules are used to distribute among specified DUs those wider program costs not identifiable directly to them. These allocation rules are addressed below.

13-33. Operation and Maintenance cost account structure

The O&M cost account structure is set forth in DFAS-IN Manual 37-100-**. It identifies the cost categories and their immediate subordinate detailed accounts under which costs are chargeable.

13-34. Direct costs for general and/or flag officer's quarters

- a. Direct costs for GFOQ are essentially the same as for all other FH and are described in paragraph 2-20.
- b. Direct costs will be allocated to GFOQ according to the allocation guidelines specified in paragraphs 13-35 and 13-36 for the work and services provided.
- c. For GFOQ, direct costs will be reported separately from indirect support costs (see para 16-7 for reporting requirements).

13-35. Operations costs (Budget Programs 191000, 193000, 194000, and 195000)

a. *General.* The operations account includes management, services, furnishings, miscellaneous, utilities, leasing, and privatization costs. Any direct costs that can be readily identified to GFOQ should be so charged. Costs which cannot be identified as directly chargeable to a GFOQ on a service or job order basis, such as management, services, and utilities, should be allocated to individual GFOQ as indicated below.

b. Management.

- (1) *Housing Office.* Prorate according to the following proportion: total FH cost of this account divided by the total number of Government DUs.
- (2) *Programming and studies.* Charge to GFOQ concerned only where effort was solely and exclusively for one or more GFOQ and of direct benefit to the GFOQ. Prorate among GFOQ affected.
- (3) *Environmental studies.* (See (2), above.)
- (4) *Records.* Records will be established and maintained for the management account.

c. Services.

- (1) *Refuse collection and disposal.* Prorate according to the following proportion: total FH cost of this account divided by the total number of Government DUs served.
- (2) *Fire protection.* Prorate according to the following proportion: total FH costs of this account divided by the total number of Government DUs protected.
- (3) *Police protection.* (See (2), above.)
- (4) *Entomology services.* This is a directly identifiable cost. Charge to the specific GFOQ.
- (5) *Custodial services.* Charge to specific GFOQ only if there is a directly identifiable cost.
- (6) *Municipal-type services.* (See (1), above.)

d. Furnishings.

- (1) *Furniture purchase.* Charge to specific GFOQ only if there is a directly identifiable cost.
- (2) *Equipment purchase.* (See (1), above.)
- (3) *Control, moving, and handling, furniture.* (See (1), above.)
- (4) *Control, moving and handling, equipment.* (See (1), above.)
- (5) *Maintenance and repair, furniture.* (See (1), above.)
- (6) *Maintenance and repair, equipment.* (See (1), above.)
- (7) *Records.* Records will be established and maintained for each individual furnishings account.

e. Miscellaneous expenses.

- (1) *Permit payments.* Charge to specific GFOQ only if there is a directly identifiable cost.
- (2) *German land taxes.* (See (1), above.)
- (3) *United Kingdom accommodation charges.* (See (1), above.)
- (4) *Fire insurance.* Prorate according to the following proportion: total FH cost of this account divided by the total number of DUs covered by the insurance.

f. Utilities (BP 193000).

(1) Since not all DUs are individually metered, the following guidelines have been established for costing utilities to GFOQ:

- (a) *Metered.* Where GFOQ are individually metered, use actual consumption and attendant costs.
- (b) *Used.* Where fuels (such as oil, coal, liquid propane) are delivered to individual GFOQ, use quantities delivered or consumed and attendant costs.
- (c) *Simple Proration.* Where master metered housing areas with GFOQ contain like size and type dwelling units with similar occupants, prorate consumption and attendant costs.
- (d) *Sampling.* Where there are no individual or area meters associated with a specific GFOQ, but there are other GFOQ of similar size and type, assign the metered GFOQ consumption rate to the unmetered GFOQ. The consumption rate assigned may be from individually metered GFOQ or from proration based on an area metering system.
- (e) *Comparison.* Where there are no reasonably comparable consumption data such as that in (c) and (d), above

available on an installation, use consumption data for comparable dwelling units from a nearby installation or local communities. Local utility companies can supply consumption data from local communities. Derive individual GFOQ costs from comparable consumption data and costs per unit measure of the utility.

(f) *Factored*. Where sewage metering or contract provisions do not enable measuring or computing sewage quantities, use the applicable engineering standard (if available) or use 70 percent of the water consumed as the sewage quantity.

(2) Records will be set up and maintained for each individual utility account. Records will be structured so that both the costs and consumption for each utility are captured.

g. *Leasing (BP 194000)*. This is a directly identifiable cost. Charge to specific GFOQ.

h. *Privatization (BP 195000)*. Charge to a specific GFOQ only if there is a directly identifiable cost.

13–36. Maintenance costs (Budget Program 192000)

The maintenance account includes recurring M&R, major M&R, incidental improvements, M&R of exterior utilities, M&R of other real property, self-help, and design costs of M&R projects.

a. *Recurring maintenance and repair*. Charge directly identifiable costs to GFOQ.

b. *Major maintenance and repair*. This is a directly identifiable cost. Charge to specific GFOQ.

c. *Incidental improvements (that is, alterations and additions)*. Charge directly identifiable costs to GFOQ.

d. *Maintenance and repair of exterior utilities*. The M&R costs beginning at the 5-foot line and ending at a point where the utility system joins a main or terminates are directly identifiable costs and should be charged to GFOQ. Where an exterior utility distribution and/or collection system exclusively serves an FH area which contains one or more GFOQ, prorate the M&R cost (including design costs) according to the following proportion: total FH cost of M&R project divided by the number of Government DUs in the area served.

e. *Maintenance and repair of other real property*.

(1) Other real property costs will be charged to GFOQ only if they can be clearly identified with the DU as associated real property, such as garages, driveways and grounds which are for the exclusive use of the GFOQ resident.

(2) Costs for common use areas and common facilities will not be charged to individual GFOQ.

f. *Self-help program*. This is a directly identifiable cost. Charge to specific GFOQ.

g. *Design costs*. Charge directly identifiable costs to GFOQ. Design costs may be programmed the year prior to proposed project execution.

13–37. Approval authorities and cost limitations

a. Approval authorities are established at various cost levels to ensure appropriate before-the-fact management of those types of actions that contribute to unusually high costs (see table 13–2 and app B).

b. The cost of the installation of communications, security, or antiterrorism equipment required by a GFOQ resident to perform his or her assigned duties will not be counted against the limitation on the cost of the improvements of the DU. Additionally, the cost of the M&R of this equipment shall not be included as part of the M&R limitation. However, these costs must still be paid from the AFH appropriation and must be recorded against the GFOQ on the DA Form 4939, in Block 22, Security/force protection.

Section IX

General and/or Flag Officer's Quarters Review and Analysis

13–38. General

The O&M costs associated with many GFOQs warrant intensive oversight by those responsible for housing management. A report has been designed for use by management at all levels to assist in management cost analysis, developing standards or norms, and special management and cost studies as necessary. This report, which plays a key role in justifying and defending the Army's resource needs to support GFOQ before OSD, OMB, and the Congress, is prescribed in paragraph 16–7.

13–39. Change of occupancy orientation

The incoming general or flag officer will schedule an orientation on his or her GFOQ within 10 days after occupying the GFOQ. Ideally, this orientation should include the spouse and take place at the GFOQ at the earliest possible time.

a. *Orientation packet*. This packet will be presented to the GFOQ resident at the orientation. It should include the following:

- (1) A copy of AR 210–50 or an excerpt or summary of the regulation.
- (2) A list of installation information and important telephone numbers.
- (3) Copies of the plans described in paragraphs 2–9 and 13–29.
- (4) The most recent quarterly expenditure report.
- (5) The furnishings plan (if applicable).

- (6) A floor plan with highlighted official entertainment areas.
 - (7) A list of furnishings items that may have been provided to the DU as an exception to policy.
 - (8) Historical designation, if applicable.
 - (9) Any additional information and material considered appropriate by the housing manager.
- b. Orientation topics.* The housing manager's orientation should focus on the following topics:
- (1) *Funding limitations.*
 - (a) Identify funding limitations and approval authorities.
 - (b) Describe procedures for obtaining approval beyond the installation's authority.
 - (c) Delineate the time frame for submitting M&R work estimated to exceed \$35,000 in an FY.
 - (d) Describe what is involved in emergency out-of-cycle requests to Congress.
 - (e) Discuss incidental improvement limitations in terms of funds and types of work that can and cannot be done.
 - (f) Explain that there is no separate funding for GFOQ.
 - (2) *Six-year GFOQ plan.*
 - (a) Explain how the SYGP is developed, point out significant projects, and emphasize the importance of doing the work.
 - (b) Discuss the importance of the GFOQ resident's participation in developing the SYGP, their commitment, and pros and cons of making changes to the SYGP.
 - (c) Point out that requests for non-routine work not included in the plans require written approval of the general officer resident, just as requests for exception to policy or unauthorized items must be signed personally by the general officer resident. Emphasize that the signatures of the spouse, an aide, or executive officer are not acceptable except for an O-10 who has an executive officer with general officer rank.
 - (3) *Quarterly expenditure report.*
 - (a) Provide a summary of the average cost to operate and maintain the GFOQ.
 - (b) Discuss significant expenses during the past year and explain normal operating costs.
 - (c) Inform the resident of the approximate time frame of distribution of the report and who reviews and approves the report (not the resident).
 - (4) *Miscellaneous.*
 - (a) As applicable, discuss the GFOQ's furnishings plan, replacement of carpeting and drapes, and frequency of maintenance.
 - (b) If the resident occupies a special command position, address special allowances, current inventory, replacements, annual funding limitations, requests, and approval authorities.
 - (c) Inform the resident that, while hand receipt signature authority may be delegated in writing, this does not extend to requests for furnishings.

13-40. Review and analysis

- a.* Review and analysis should provide managers at all levels with sufficient information and data to serve as a basis for measuring performance and focusing management effort on a priority basis against those areas where performance is weakest.
- b.* The ACSIM (DAIM-FDH) will—
 - (1) Analyze those annual GFOQ O&M budget estimates that exceed \$60,000 and provide to Congress, with the annual AFH budget submittal, those whose M&R estimates exceed \$35,000.
 - (2) Analyze DA Form 4939 data.
 - (3) Compare costs worldwide.
 - (4) Assess validity of costs.
 - (5) Ensure costs are within approval levels and do not exceed cost limitations.
 - (6) Ensure necessary waivers and/or exceptions have been received and are documented.
 - (7) Identify cost trends and explain reasons they occur.
 - (8) Submit analysis of GFOQ management to OSD as required.
- c.* The director IMA will—
 - (1) Review the SYGP for each GFOQ.
 - (2) Analyze annual O&M budget estimates for each GFOQ and forward those that exceed \$60,000 and those whose M&R component is \$35,000 or more to HQDA.
 - (3) Analyze installations' DA Forms 4939.
 - (4) Compare costs by IMA region and across the IMA.
 - (5) Assure validity of costs.
 - (6) Ensure costs are within approval levels and do not exceed cost limitations.
 - (7) Ensure necessary waivers and/or exceptions have been requested, documented, and approved.
 - (8) Identify cost trends and assess reasons therefore.

(9) Provide installations with comparative summaries on cost averages and trends.

d. Garrison commanders will—

(1) Keep a separate cost data file for each GFOQ. (DPW will provide detailed cost data to the housing manager as costs occur.)

(2) Prepare a SYGP for each GFOQ.

(3) Prepare an annual O&M budget estimate for each GFOQ and provide to GFOQ resident and director IMA.

(4) Complete DA Form 4939 and provide it to GFOQ residents for their information and comment.

(5) Provide a copy of DA Form 4939 for both the 2nd and 4th quarters to the IMA region director and for the 4th quarter to director IMA and ACSIM (DAIM–FDH).

(6) Establish and maintain cost and performance data.

(7) Measure and analyze performance in each of the GFOQ cost accounts, particularly in the utilities account where quantity consumed is as important, if not more so, than costs.

(8) Compare costs of goods and services for GFOQ against other FH.

(9) Check validity of charges and accuracy of prorations or assignment of costs.

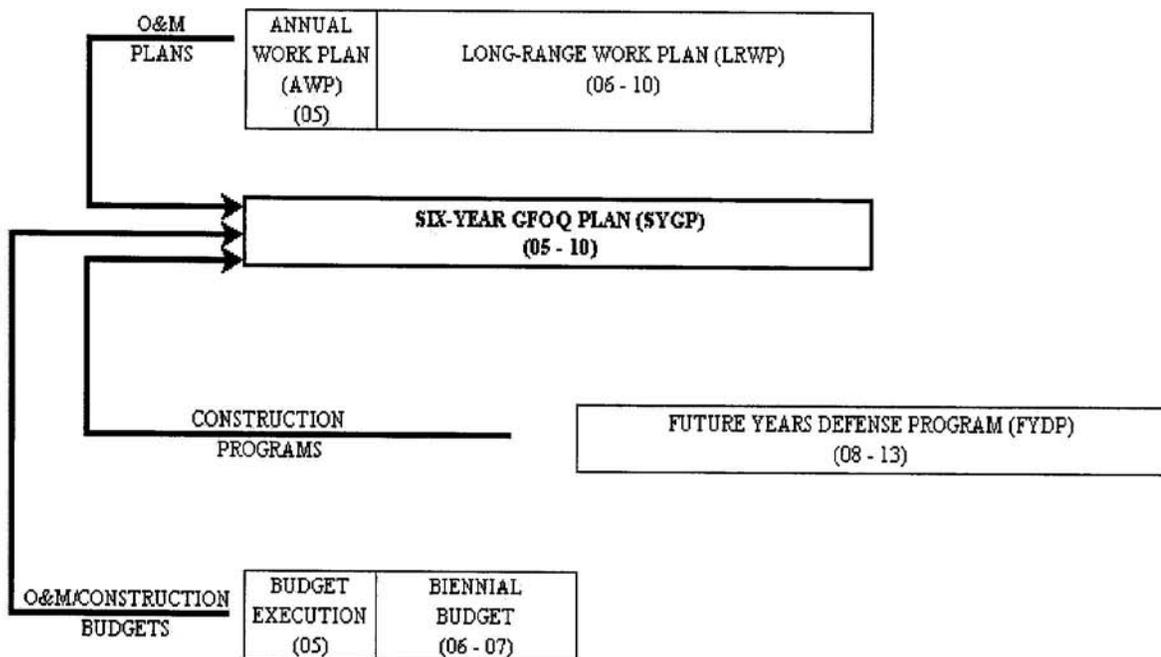
(10) Ensure costs are within approval levels and do not exceed cost limitations.

(11) Ensure waivers and/or exceptions are approved before proceeding.

(12) Ensure GFOQ residents have signed hand receipts for furnishings.

(13) Identify cost trends and evaluate causative factors.

PROGRAM EXECUTION YEAR (PY) (05)	PY + 1 (06)	PY + 2 (07)	PY + 3 (08)	PY + 4 (09)	PY + 5 (10)	PY + 6 (11)	PY + 7 (12)	PY + 8 (13)
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Notes:

In FY 05 the SYGP developed for FY 05 - FY 10 is based on --

1. AWP for FY 05.
2. LRWP for FY 06 - FY 10.
3. O&M/construction budgets expected to be executed for FY 05.
4. O&M/construction biennial budget estimates for FY 06 & FY 07.
5. Construction FYDP for FY 08 - FY 13
6. FHMP.

Figure 13-1. GFOQ planning relationships

**SUGGESTED FORMAT FOR COMPLETING
A SIX-YEAR GFOQ PLAN (SYGP)**

Installation:

Quarters Address:

NSF:

Year Built:

1. OPERATIONS COST CATEGORIES

- a. Management – Estimated pro-rata share of family housing office administrative cost, programming and studies, and environmental studies
- b. Services – Estimated costs for refuse collection and disposal, fire and police protection, entomology services, and custodial services
- c. M&R Furnishings – Estimated cost for maintenance of furniture and equipment (Project ID)
- d. Purchase Furnishings – Estimated acquisition cost (Project ID)
- e. Control, Moving, Handling of Furnishings – Estimated cost for administering and moving of Government-owned furniture and equipment to, in, or out of GFOQ
- f. Miscellaneous – Estimated cost for permit payments and (Germany only) fire insurance, and so forth.
- g. Utilities – Estimated cost for all utilities
- h. Lease Payments – Estimated or negotiated cost for basic shelter rent for leased GFOQ
- i. Privatization – Estimated cost to administer and implement RCI for GFOQ, if applicable

Total Operations – Sum of 1.a through i. above

Figure 13–2. Suggested format for an SYGP

2. MAINTENANCE COST CATEGORIES

- a. Service Calls – Estimated cost for service calls
- b. Routine M&R – Estimated cost for recurring/change of occupancy maintenance (Project ID)
- c. Between Occupancy Cleaning – Estimated cost for contract cleaning at Government expense (limited locality application)
- d. Interior Painting – Estimated cost for interior painting (Project ID)
- e. Exterior Painting – Estimated cost for exterior painting (Project ID)
- f. Major Repairs – Estimated cost for major projects (Project ID)
- g. Alterations and Additions – Estimated cost for alterations/deletions to GFOQ and other real property facilities directly related to GFOQ (Project ID)
- h. M&R Exterior Utilities – Estimated cost for M&R of utility system, including street lighting, beginning at the 5-foot line and ending where the system joins a main or terminates (project ID); also, estimated pro rata cost for M&R (including design) of exterior distribution/collection systems exclusively serving a family housing area containing GFOQ (see para 13-35d) (Project ID)
- i. M&R Grounds – Estimated cost for maintenance, care and repair of improved and unimproved grounds (Project ID)
- j. M&R Other Real Property – Estimated cost for M&R of paved areas (driveways, walks, curbs, parking, etc.) (Project ID)
- k. Design Cost – Estimated cost for design of M&R project(s) attributable to the GFOQ and appurtenant property and facilities (Project ID)

Total Maintenance and Repair – Sum of 2.a through k., above

Total O&M – Sum of 1.a through 2.k., above

Figure 13–2. Suggested format for an SYGP—Continued

3. PROJECT IDENTIFICATION

All cost categories in paragraphs 1 and 2 which have Project IDs must be annotated in this paragraph of the management plan. All project IDs will be alpha characters in sequential order by fiscal year. The alpha code will be entered by FY and at the appropriate cost category stubs in paragraphs 1 and 2 above. Corresponding codes, program year, estimated cost and detailed description will be entered in this paragraph. M&R projects in excess of \$20,000 must include DD Form 1391 form number. Entries for cleaning/replacement of carpeting and drapes and interior/exterior painting must include year work was last performed. Design cost must specify project.

Resident Concurrence – Type name and rank of resident. Have resident sign and date.

Installation – Type name and rank of DPW. Sign and date.

IMA – Type name, rank, and office symbol of IMA Region representative. Sign and date.

NOTES:

- Entries made in accord with paragraphs 1 and 2 should be for 6 years with the starting FY being the current year. For example, SYGP developed in FY05 should cover the period FY 05-10 (Figure 13-1).
- BP 6000000 Improvement/Construction projects should be listed separately in paragraph 3.
- All other costs and their funding appropriations (for example, OMA, OPA) should be listed separately in paragraph 3.

Figure 13–2. Suggested format for an SYGP—Continued

Army-FY

Date Prepared

BUDGET ESTIMATE^{1/}
GENERAL/FLAG OFFICER'S QUARTERS
OPERATION & MAINTENANCE-AFH (BP 190000)

FOR SUBMISSION TO
(Congress or ASA(I&E), as applicable)

IMA REGION
INSTALLATION
GFOQ ADDRESS
RESIDENT'S NAME, RANK, POSITION, & SERVICE

YEAR BUILT

NET SQUARE FEET

DWELLING UNIT
BP 190000 ACCOUNT

O&M
OBLIGATIONS

CONGRESSIONALLY
APPROVED AMOUNT
(> \$35K)

FY current
minus 2/actual

FY current
minus 1/actual

Current FY
program

Current FY plus 1^{2/}
(President's Budget)

Current FY plus 2^{2/}

Current FY plus 3^{2/}

Figure 13-3. Suggested format for a GFOQ budget estimate

ACCOUNT	DESCRIPTION	FY ESTIMATED COST
1. OPERATIONS		
Management		
Services		
Furnishings		
Other		
TOTAL		
2. UTILITIES		
3. LEASE		
4. PRIVATIZATION (if applicable)		
5. MAINTENANCE & REPAIR		
Service Calls		
Routine Maintenance ^{3/} (include change of occupancy, if programmed)		
Interior Painting (enter yr last painted) ^{4/}		
Exterior Painting (enter yr last painted) ^{4/}		
Major Repairs/Projects (DD 1391 form number)		
Incidental Improvements (<u>mandatory</u> detail)		
M&R Exterior Utilities		
Grounds		
Other Real Property		

Figure 13–3. Suggested format for a GFOQ budget estimate—Continued

Design costs (specify project)
TOTAL M&R

6. IMPROVEMENTS (BP 6000000) FY
(explain)
(not part of > \$35K limitation)

7. REMARKS:

(Date, typed name, signature
of DPW indicating validity of
work)

NOTES:

1. Round all dollar entries to the nearest hundred dollars.
2. Exchange rates FY XX-XX

Europe (Euro)	E	0.00
Japan (Yen)	JY	000.00
S. Korea (Won)	KW	0000.00
3. Routine Maintenance – provide details of work, routinely and/or during change of occupancy, as applicable.
4. Interior/Exterior Painting – state year when last painted (whole or partial), explain if painting includes additional surface repairs and supplementary preparatory work.

Figure 13-3. Suggested format for a GFOQ budget estimate—Continued

Chapter 14 Housing Requirements

Section I General

14–1. Scope

This chapter establishes policy and procedures for determining housing requirements and developing documentation to support housing acquisition and sustainment programs.

14–2. Basic housing acquisition policy

- a.* Broad policy regarding the acquisition of housing is set forth in paragraph 1–18.
- b.* In addition to reliance on the civilian community for housing, there are other ways to acquire and/or sustain housing to meet the needs of the Army's soldiers and their families. These include—
 - (1) New construction (see chap 10 for information on constructing new housing facilities).
 - (2) Improvements (that is, upgrades, modernizations, rehabilitations, expansions, additions, or other revitalization initiatives) to existing Government-controlled housing (see chaps 7, 10, and 13).
 - (3) Major M&R projects for housing (see chaps 7 and 13).
 - (4) Leasing of privately-owned housing to include 3rd party contracted housing (see chap 11).
 - (5) Privatization of housing (see sec IV below).
 - (6) Management actions related to facilities utilization, conversion, and diversion (see chap 5).
 - (7) Purchase of existing housing facilities.
 - (8) Transfer to the Army of housing excess to the needs of other Services or other Government agencies.
- c.* Irrespective of which housing acquisition and/or sustainment strategy is pursued, the Army must document its needs before committing limited resources. This is necessary not only for its own internal decisionmaking process but also to justify its decisions to OSD, OMB, and Congress in defense of its budget requests. Such documentation must reflect local community housing conditions as fully and accurately as possible (see sec II, below) and address Government-controlled housing assets (see sec III, below). It must also consider the privatization initiative alternative (see sec IV, below). Finally, it must analyze the costs and benefits of feasible alternative acquisition solutions (see sec V, below).
- d.* Housing is an overarching quality of life issue. Because it is vitally important to the morale and well-being of soldiers and their families and hence to the readiness of individual soldiers and their units and organizations, commanders must ensure that—
 - (1) Documentation to support housing needs (to include requirements associated with the EFMP) receives command attention at all levels.
 - (2) Close cooperation is given those who prepare the documentation and process the results.
 - (3) Documentation is kept on file for review.
 - (4) A viable audit trail exists.
- e.* The ASIP is the official source document for strength projections. It will identify long-range strength projections for programming purposes, using furthest out-year force level projections. Projects to support approved stationing and restationing actions not yet reflected in the ASIP will be managed off-line on a case-by-case basis.

14–3. Determination of housing requirements

The general approach to determining requirements for housing is as follows:

- a.* Data requirements and entries to be made into the HOMES database will be specified in annual guidance from ACSIM (DAIM-FDH).
- b.* Data available in the HOMES and ASIP databases will be extracted and analyzed by ACSIM (DAIM-FDH) in terms of projected personnel requirements for family and UPH facilities and on- and off-post housing inventories projected to be available.
- c.* Based on data available in existing databases, the ACSIM (DAIM-FDH) analysis of requirements in the form of housing master plans will be coordinated with the appropriate installations and IMA regions to ensure that planning, programming, and budgeting fully support the solutions proposed for meeting the Army's housing needs.

Section II Identifying Housing Assets in the Local Community

14-4. Description of program

a. Housing policy requires the use of a balanced approach to satisfying housing needs of soldiers and their families. This includes use of adequate local community housing assets. Each installation must determine the extent to which community housing assets are available to the various segments (pay grade groups) of Army personnel needing housing. The installation must actively solicit housing support for the military mission from the local surrounding civilian communities.

b. The objective of a housing analysis is to provide competent analytical processing of present and prospective housing demand and supply relationships in a local housing market. This will more accurately determine the ability of the local community to adequately support the present and programmed future segmented housing needs of locally stationed military personnel and their families. The principal goal is to comprehensively evaluate the current and prospective dynamic forces affecting economic, demographic, housing condition, and housing inventory trends in order to estimate local demand for housing in quantitative and qualitative terms. The results of the analysis will be integrated into the Army's housing master plans to form the justification for supporting a balanced overall acquisition program.

c. Each installation must aggressively pursue off-post housing within its housing market area. The installation staff, in cooperation with local housing authorities, realty boards, financial institutions, real property management firms, and housing construction agents, must actively pursue programs to increase the civilian community's ability to house soldiers and their families. The CHRRSO must contact local landlords in order to persuade them to establish and participate in programs such as the Set-Aside Program and Utility and Security Deposit Waiver Programs (see chap 6, sec II).

14-5. Housing Market Analysis

a. An HMA is the vehicle used to conduct a detailed study of housing demand and supply within a defined market area. The HMA determines the ability of a local housing market to meet the needs of military personnel for adequate and affordable housing.

b. An HMA will be based on the following criteria:

(1) Community housing must meet acceptability standards which include—

(*a*) Location.

(*b*) Affordability.

(*c*) Quality.

(*d*) Number of bedrooms.

(2) There will be a minimum on-post housing requirement. This is referred to as the "floor."

(3) The analysis will consider all military personnel (other than personnel comprising the "floor") as potential residents of community housing.

(4) All soldiers occupying on-post housing will be treated as renters, since they are effectively renting their housing when they forfeit their BAH.

(5) Rented mobile homes are considered to be inadequate for programming purposes.

(6) Military personnel who own their local residences (including mobile homes) are considered to be adequately housed, regardless of any other criteria.

c. The ACSIM (DAIM-FDH) will provide detailed guidance and procedures for data collection, conducting analyses, and documentation of the HMA.

d. An HMA report will include—

(1) A description of the housing market area (with emphasis on the "effective" area where most military personnel choose to live), its population, and major determinants of regional development. The market area used to collect data will be defined as the local survey area used to establish BAH rates.

(2) The characteristics of the market area housing stock.

(3) A description of military FH demand and affordability in the market area based on maximum acceptable housing cost — the maximum amount a military member should pay for rent and utilities and still be acceptably housed.

(4) A description of the requirement for military FH by pay grade and number of bedrooms.

(5) The military FH requirements assessment and conclusions.

(6) List of persons and organizations contacted during the course of the study.

(7) Appendices describing key area population and housing indicators used in the study and detailed demographic data.

Section III

Army Housing Master Plans

14-6. Description

An Army housing master plan is a consolidated strategy for planning, programming, budgeting, and executing the acquisition and sustainment of housing facilities to meet the Army's housing requirements. The Army has 2 housing master plans. One master plan addresses FH; the other, UPH(PP).

14-7. Army Family Housing Master Plan

a. The Army's FHMP is a plan for meeting the needs for quality, affordable housing for soldiers and their families. It identifies—

(1) Each installation's FH inventory, condition, and requirements as derived on-post from real property records and reports, and as derived off-post from an HMA.

(2) Associated costs to bring the required FH at each installation up to acceptable standards.

(3) The years in which planned military construction and privatization will be programmed for execution.

(4) Funds needed to properly operate and maintain housing that remains under Army control.

(5) Planned disposition of excess housing.

b. Inasmuch as the military, social, and economic conditions that influence the FHMP are dynamic, the FHMP will be refined and updated when substantive changes occur. This refinement and updating will be accomplished through installation FHMPs (I-FHMPs). The I-FHMP will use the shortfalls or surpluses identified in the HMA to determine the installation's FH requirements, revitalization costs, project phasing, and year-by-year programming schedules. The I-FHMP process will also provide a detailed housing plan and supporting DD Forms 1391 to program and budget for construction funds.

14-8. Army Barracks Master Plan

a. The Army's BMP serves as a set of directions for providing quality housing to unaccompanied permanent party soldiers from E-1 through E-6. In Korea, the BMP addresses unaccompanied permanent party soldiers from E-1 through E-9. It identifies—

(1) Each installation's barracks inventory, condition, and requirements as derived on-post from real property records and reports, and as derived off-post from an HMA.

(2) Associated MCA and OMA costs to accomplish the barracks modernization program through the Whole Barracks Renewal Program and the Barracks Upgrade Program, respectively (see paras 10-6 and 10-13).

(3) The years in which planned new barracks complexes and major barracks upgrades will be programmed for execution.

(4) Planned disposition of surplus barracks facilities.

b. The Army recognizes that the military, social, and economic conditions that influence the BMP are continually changing. Accordingly, the Army will update the BMP annually to incorporate changed conditions and the update of investment strategies, requirements, costs, and priorities.

c. The Army has statutory authorization for privatizing UPH assets at selected installations using the MHPI authorities. The RCI program office will serve as the Army's acquisition agent responsible for executing UPH privatization projects.

Section IV

Residential Communities Initiative

14-9. Military Housing Privatization Initiative

a. The National Defense Authorization Act of 1996 established the MHPI. The MHPI provides the military Services with the authorities to leverage scarce funds and assets to obtain private sector capital and expertise to operate, manage, maintain, improve, renovate, and construct military housing (for both families and unaccompanied personnel) on or near military installations in the United States (see 10 USC 2871 *et seq.*).

b. The Army's housing privatization program, known as the RCI program, is an essential component of the Army's overall acquisition strategy for meeting its FH needs. The RCI program is dedicated to building quality residential communities for soldiers and their families. It relies on partnership relationships between the Army and the private sector and on dedicated support from the Government, private industry, and the Congress.

c. The National Defense Authorization Act of 2000 amended 10 USC 2881 to limit ancillary facilities to those that would not be in direct competition with the provision of merchandise or services provided by AAFES, the Defense Commissary Agency, or any nonappropriated fund activity of the DOD for morale, welfare, and recreation of members of the armed forces.

14–10. Acquisition process

The RCI program focuses on the total residential community (not just housing units). The RCI program may use any number of acquisition processes set forth in acquisition regulations. These processes evaluate and award on the basis that the eligible entity selected is the most highly qualified (based on applied criteria for best value) to meet the Army's requirements.

14–11. Community Development and Management Plan

a. Once the procurement process is complete, the Army will award a contract to the selected development partner to work with the specified installation in preparing a Community Development and Management Plan (CDMP). The CDMP serves as the business plan for each specific RCI project. It sets forth the proposed terms of the developer's long-term relationship with the Army. The CDMP consists of the following 3 main components:

- (1) Development Plan.
- (2) Financial Plan and Transactional Instruments.
- (3) Operations, Maintenance, and Property Management Plan.

b. After completion of the CDMP, the Army staffs this plan and submits it to the Congress for review and approval. Barring any objection by the Congress, the Army will issue a Notice to Transition and the developer is paid a fixed price for the CDMP. In return for this payment, the Army is granted full and unlimited rights to use of the CDMP. Next, housing assets and operations are turned over by the Army to the partnership, which includes the Army and the developer.

14–12. Occupants of privatized housing

a. Soldiers may elect to reside in housing acquired or constructed under the RCI program.

b. Occupancy of housing units which are not owned or leased by the Government entitles soldiers to BAH (see 37 USC 403(h)).

c. Soldiers who occupy housing units acquired or constructed under the RCI program are required to make rent payments to the RCI partner. The Army may require soldiers to make rent payments for such housing by allotments (see 10 USC 2882).

14–13. Post award management of RCI housing

a. To sustain effective management and oversight of the Army's housing privatization program, the HQDA RCI management team established the Portfolio and Asset Management (PAM) Program. This program provides instructions to both Government and private sector managers at all levels.

b. Portfolio and asset management oversight intends to mitigate risks to Government assets and to ensure that the goal for quality housing to soldiers and their families is achieved throughout the life of the FH privatization program. There are 2 levels of oversight. These are—

(1) Portfolio management, which includes the information required by HQDA with the objective to assess and assure the overall success of the RCI program.

(2) Asset management, which focuses on the information and/or reports prepared by installations to assess the success of their projects.

c. Performance measures established under the PAM program will include, as a minimum, the following:

- (1) Proper use of financial reporting and management tools.
- (2) Collection, use, and accountability of funds.
- (3) Adherence to the CDMP.
- (4) Staffing levels.
- (5) Training
- (6) Direct and indirect support services.
- (7) Landlord-tenant relations.
- (8) Customer service.
- (9) Occupancy and termination inspections.
- (10) Resident complaints.
- (11) Resident responsibilities.
- (12) Disposition of housing units for which the Army has no foreseeable need.
- (13) Quality control.
- (14) Performance of the RCI partners.
- (15) Reporting and ground lease compliance.

14–14. Funding parameters for privatized representational housing

The GFOQ, ICQ, and special CSM positions quarters fall under the umbrella of representational housing. As such they

have unique requirements for certain services and amenities. These are addressed in chapters 9 and 13. However, where representational housing is privatized, the following provisions will apply:

a. The AFH appropriation will fund the purchase and replacement of special allowance items authorized for special command positions and the Sergeant Major of the Army. AFH may fund supplemental furnishings, draperies, sheers, and area rugs for official public entertainment areas within privatized GFOQ, ICQ, and special CSM position quarters.

b. Army FH will not fund carpeting or window coverings (blinds, drapes, and shades) outside of official public entertainment areas. These items and appliances are the responsibility of the partner. Existing window coverings, furnishings, carpeting, and so forth will convey with the privatized DU. All repair and replacement of those items will be commensurate with the same level of quality as the items being conveyed.

c. Army FH may fund supplemental furnishings in historic DUs greater than 4,000 gross SF. Submit requests to HQDA, ACSIM (DAIM-FDH).

d. Army FH will not fund maintenance, repair, or improvement to the DU or its grounds. Special work or items requested by the resident are not an AFH responsibility. These include, but are not limited to, expansion of the DU; addition of patios, enclosures, lawn sprinkler systems, gazebos, fencing, fixed barbecue grills, carports, and storage facilities; and accessibility modifications.

e. Once the Army transfers housing units to the partner, the installation, maintenance, and repair of security, antiterrorism, and mission related communications equipment and systems should be funded by OMA.

Section V

Economic Analysis for Housing

14–15. Housing economic analysis program

a. Because the Army operates in a limited resource environment, decision makers need economic evaluations to assist them in best placing resources against requirements. The EA is a systematic and objective method for identifying, evaluating, and selecting the best solutions among alternatives.

b. Basic guidance and procedures for conducting an economic analysis are presented in DA Pam 415–3. More specific guidelines and formats for analysis of housing alternatives are detailed in DA Pam 210–6.

c. The primary alternatives which are available for consideration in housing EAs are listed in paragraph 14–2b.

d. A complete EA will—

- (1) Establish the study objective.
- (2) Identify alternatives.
- (3) Formulate assumptions.
- (4) Determine costs and benefits.
- (5) Compare alternatives.
- (6) Perform sensitivity analyses.
- (7) Report results and recommendations.

e. Generally, a complete EA is required whenever one or more feasible alternatives exist. Only rarely will a case arise where there is only one feasible alternative. In all cases, an unbiased mission objective must be stated and possible alternatives examined. In those rare cases where there is only one feasible alternative, an EA fact sheet may be prepared in lieu of a complete EA. The EA fact sheet will state the objective, identify possible alternatives, explain the rationale for eliminating all other alternatives, and include a budget analysis of the remaining alternative.

f. Responsibility for conducting an EA rests with the installation. It may easily involve many members of the functional staff, but the major effort will devolve on the DPW and Directorate of Resource Management, or their equivalents.

14–16. Requirement for economic analyses

a. General. Economic analysis will be conducted for new construction projects, revitalization projects, major M&R projects, privatization, and leasing.

b. Construction.

(1) *New Construction.*

(a) All new MCA and AFHC construction projects estimated to cost in excess of \$2 million require an EA. In accord with DA Pam 415–15, use Tab D (Economic Analysis) of the automated DD Form 1391 submission package to address the EA.

(b) Any new construction project for a GFOQ DU requires an EA.

(2) *Family housing post acquisition construction.*

(a) Any project estimated to cost in excess of \$50,000 per DU (\$60,000 per DU for support of the handicapped) as adjusted by the area cost factor requires an EA.

(b) Any improvement project whose per DU cost is estimated to exceed 60 percent of its current replacement value requires an EA.

c. Maintenance and repair projects.

(1) *Family housing.*

(a) For non-GFOQ DUs, each major M&R project for which the per DU cost is estimated to exceed \$20,000 (absolute) requires an EA.

(b) For GFOQ, each DU whose total M&R cost is estimated to exceed \$35,000 (absolute) requires an EA.

(2) *Unaccompanied personnel housing.* The OMA M&R projects for UPH that exceed the garrison commanders approval authority require economic analysis in accord with AR 420-10, paragraph 4-5i.

(3) *Major building component replacement.* When replacing major building components (such as heating systems, windows, exterior siding and/or painting, floors) an analysis will be prepared to determine the most economical method of replacement. This analysis will be developed at the installation level for use during the decision-making process. For those projects within the installation delegated approval authority the analysis will be maintained in the project folder and subject to review by the IMA region during staff visits. Projects forwarded to HQDA for approval will include an EA for the major components replaced.

(4) *Privatization.* The ASA(I&E), RCI, and ASA(FM&C) will develop life cycle cost analyses for privatization candidates during concept development. Such analyses will be done in conjunction with the housing master plan per OSD approved policy and procedures.

d. Leasing. The EA in support of new lease acquisition actions, which require congressional notification will be fully documented and submitted at least 6 months prior to the desired date of occupancy or prior to a firm commitment by the U.S. Government. The EA which supports renewal of lease acquisition actions will be fully documented and submitted 9 months prior to the expiration of the current lease. The EA for new and renewal lease acquisition actions which do not require congressional notification will be fully documented and submitted to HQDA, ACSIM (DAIM-FDH) to support field POM and/or BES input data. However, when leasing is the only alternative, an EA fact sheet will be prepared in place of a complete EA.

14-17. U.S. Army Corps of Engineers support for performing economic analysis

Installations should rely on in-house personnel to prepare and conduct EAs necessary to support their programs. To help in this regard, HQ USACE has an automated program called economic analysis package (ECONPACK) on the PAX. The ECONPACK includes the ability to automatically upload and/or download the economic analysis to and from the DD Form 1391 Processor. The ECONPACK is available to any user with access to the DD Form 1391 Processor. The ECONPACK can be obtained by contacting HQ USACE (CEMP-IB), 441 G Street NW, Washington, DC 20314-1000. It can be downloaded from the following Web site: <http://www.hnd.usace.army.mil/paxspt/econ.html>

Chapter 15

Establishment of Rental Rates for Housing and Related Facilities

Section I

General

15-1. Scope

a. This chapter sets forth the principles, general policies, and procedures for establishing and administering rents for housing and charges for related facilities supplied to—

(1) Civilian employees of the Federal Government.

(2) Members of the Uniformed Services.

(3) Foreign nationals (military and civilian) occupying housing under authorities other than the Arms Export and Control Act, PL 90-629.

(4) All non-government personnel occupying Army-owned or -controlled housing located within the United States where housing is essential to the performance of a DA activity.

b. This chapter does not apply to Military Assistance Advisory Group housing or foreign nationals occupying housing under authority of the Arms Export and Control Act. (Pricing requirements provided under authority of the Arms Export and Control Act are contained in DOD 7000.14-R, Volume 15.)

15-2. Rental housing composition

a. Rental housing includes all of the housing identified under the term “rental housing” in the glossary, section II of this publication.

b. Rental housing excludes the following:

(1) Public housing assigned to members of the Uniformed Services in lieu of BAH or to appropriated fund civilian employees in foreign countries in lieu of housing allowances (see 5 USC 5912 and 5923).

(2) Housing available for occupancy by personnel where forfeiture of a portion of per diem travel allowance is involved.

(3) Privately owned Wherry housing.

(4) Government-owned or -leased MHP facilities, including utility connections, provided to members of the Uniformed Services for house trailers and mobile homes not owned by the Government.

(5) Army lodging facilities when used by active duty and retired military personnel and dependents, authorized civilian employees and dependents, and spouses or relatives of active duty personnel confined to hospitals. Army lodging facilities are considered "rental housing" when occupied by all others.

(6) UPH occupied by a member of the Uniformed Services on a PCS (that is, from time of official notification until arrival at new duty station to include time it takes to find permanent housing).

(7) UPH occupied by an active duty soldier in a leave status and retired military personnel at the discretion of the garrison commander.

15-3. Exceptions to this chapter

The provisions of this chapter do not apply in the following instances:

a. When employees attend training programs at Federal or private facilities and the cost of housing is factored into the program cost to the Army or through other means, so long as the per diem rate (or actual expense allowance) paid the employee is set to reflect the fact that housing is provided at no cost to the employee.

b. In other than training situations when employees are receiving per diem (or actual expense allowance) and occupying Government housing, the per diem paid the employees is set to reflect the fact that the housing is provided at no cost to the employee.

c. When employees are receiving a remote work site commuting allowance and housing is provided at no cost to the employees, the allowance paid shall consist of factors other than the housing cost portion of the allowance (see 5 USC 5942).

15-4. Responsibilities for development of rental rates

a. The commander, USACE will establish detailed guidelines for—

(1) Development of rental rates and related charges for Government furnished utilities.

(2) Processing appeals.

(3) Monitoring the rental program.

(4) Furnishing necessary reports.

b. District commanders and/or district engineers of the USACE will—

(1) Develop rental rates and charges for utility services for all housing subject to this chapter.

(2) Furnish the garrison commander annually adjusted rental rates for each rental unit, based on the percent change in Consumer Price Index rent series, as identified in OMB Circular A-45. The Consumer Price Index-based change will be furnished to district commanders and/or district engineers in October or November of each year.

c. Garrison commanders will—

(1) Provide and update to appropriate district commanders and/or district engineers accurate lists of housing units subject to this chapter for establishment of rate schedules for rents and related utilities and service charges. Data provided will include the following as appropriate:

(*a.*) Number of housing units by type (for example, Capehart, Wherry, Lanham Act, appropriated fund (military construction program, bachelor officer quarters (BOQ), bachelor enlisted quarters (BEQ), visiting officers quarters (VOQ), VEQ, and so forth) and by style (for example, detached single family; duplex 1-story; duplex 2-story; multiplex, multi-story; BOQ and/or BEQ and/or VOQ and/or VEQ with living room, bedroom, and bath or with living room-bedroom combination and bath). Housing that may be made available to transients will be identified separately, as the need arises.

(*b.*) Building number or, as appropriate, address of each unit "keyed" to a representative type unit.

(*c.*) Services provided (by Government and separately by NAFs).

(*d.*) Equipment provided (for example, ranges, cabinets, refrigerators).

(*e.*) Furniture and furnishings (for example, living room, dining room, or bedroom furniture; drapes, curtains).

(2) Promptly implement new rent schedules upon receipt. Schedules received for FH any time from the 1st through the 20th of the month will require that tenants be notified no later than the 1st of the succeeding month. Schedules received after the 20th of the month shall be considered as having been received on the 1st of the following month.

(3) Make annual adjustments in the basic rental rate and utilities as appropriate. Such adjustments, to be effective on March 1 of each year or at the beginning of the 1st pay period, which starts on or after March 1 of each year, shall be made according to the revised schedule furnished by the district commander and/or district engineer.

(4) Upon receipt of changes in local domestic utility rates occurring subsequent to receipt of rent schedules from the

district commander and/or district engineer, promptly adjust utility charges for housing and notify the district commander and/or district engineer so that correct schedules may be maintained.

Section II Policy

15-5. Broad policy

a. Rental rates for Government housing and charges for other facilities made available in connection with the occupancy of housing on a rental basis shall be based on their reasonable value, in the circumstances under which the housing and facilities are provided, occupied, or made available (see 5 USC 5911).

b. Although housing operated by the DOD components in foreign countries is not subject to OMB Circular A-45, fair economic charges for all housing rental units owned or controlled by DOD shall be established.

c. The principle of comparability established by this chapter shall be followed in establishing housing rents and charges in foreign countries, where appropriate.

d. An employee or member of the Uniformed Services shall not be required to occupy housing on a rental basis unless necessary service cannot be rendered or that property of the Government cannot adequately be protected otherwise (see 5 USC 5911(e)).

15-6. Basic rate principle

a. Rental rates for housing, equipment, furnishing, and services provided occupants, should be set at levels prevailing for comparable private rental accommodations in the nearest representative year-round community. Seasonal rentals should be discounted or modified appropriately. Rents and other charges may not be set so as to provide a housing subsidy, serve as an inducement in the recruitment or retention of employees, or to encourage the occupancy of existing Government housing (see 5 USC 5536).

b. Rent determined for housekeeping units will clearly distinguish between charges for basic (or shelter) rent and facility charges, such as ranges, cabinets, and refrigerators, and furnishings, except that charges for equipment will be included in the basic rent if such practice is common in the area.

(1) Where housing is provided with equipment and furnishings not included in the basic rent, the additional charges will be based on the typical charge for such equipment and furnishings in the area.

(2) As an exception to (1), above, where excessive differentials occur in the private rental market between rents for furnished and unfurnished housing, the charge for equipment and furnishings shall be set at the level that will amortize the replacement value of the equipment and furnishings at the time of appraisal over their estimated useful life (see para 9-8*b*).

(3) The charges for furnishings in non-housekeeping units may be included in rents assigned without distinguishing separately, and may be adjusted as provided in (2), above.

c. Rental rates for housing and charges for related facilities supplied by the Army to foreign nationals (military and civilian) will be set as follows:

(1) In accord with terms of any agreement between the United States and the foreign government involved.

(2) For foreign nationals occupying housing under the Arms Export and Control Act, pricing requirements for housing are contained in DOD 7000.14-R, Volume 15. When housing is provided under other legal authorities, rates shall be set in accord with this chapter unless the applicable authorizing legislation provides for alternative pricing procedure. In that case, document the alternative legal pricing requirement, bill in accord with it, and retain applicable documentation for audit.

(3) For foreign military students or trainees and PEP personnel, apply the rental charge guidance set forth in paragraphs 2-19 (for FH) and in AR 215-1 (for Army lodging).

(4) When there is no formal agreement as mentioned in (1), above, rates for foreign nationals other than those identified in (2) and (3), above will be set in accord with this chapter.

15-7. Utilities principle

a. Department of the Army charges for utilities for housekeeping units will be set at the local prevailing rates for similar services, in accord with the principle of equivalence with private housing practice. Charges to occupants of rental units for utilities (such as heat, electricity, gas, water, and ice) will be as follows:

(1) When furnished by the Government and metered or measured, apply domestic rates for similar services in the locality used for comparison.

(2) When utilities are not measured, set charges by comparison with the cost of such services to the occupants of comparable private rental housing. Such charges will be clearly identified and distinguished from charges for basic rent.

(3) For non-housekeeping rooms, the room rent may combine basic rent and utilities without distinction.

b. When utilities are not metered, consumption will be estimated by the DPW. Charges for such services will be

based on the local prevailing rates for comparable private rental housing furnished by the appraiser. Where there is no local DPW, the estimates of quantities consumed will be made by the district commander and/or district engineer.

15-8. Family housing units designated as substandard

When substandard FH units are occupied by Uniformed Services members and their families, the amount of the fair market rental value of the housing unit shall be charged against the member's BAH, except that such charge shall not be in excess of 75 percent of the member's BAH (see 10 USC 2830). When substandard housing units are occupied by other than members of the Uniformed Services and their families, full rents and charges shall be collected from the residents (see para 3-12 and chap 4, sec III).

15-9. Instances of personal hardship

In certain hardship cases continued occupancy of military FH may be allowed. Rental charges (or remission thereof) for such occupancies are set forth in paragraph 3-20.

15-10. Charges for mobile home park spaces

a. Mobile home park space charges for members of the Uniformed Services and their families are set forth in paragraph 12-10 and figure 12-1.

b. When MHP facilities are provided to other than members of the Uniformed Services and their families, full rents and charges shall be collected from the occupants.

15-11. Frequency of rental reviews

Charges for rental housing shall be adjusted periodically in accord with the following:

a. Rental rates of Government furnished housing will be adjusted annually by application of the percent change in the U.S. City Average Revised Consumer Price Index for Urban Wage Earners and Clerical Workers, Rent Series. This index is maintained by the Bureau of Labor Statistics, Department of Labor.

b. Basic rental rates for rental housing shall be affirmed or adjusted by survey of the private rental market as follows:

(1) Every 5th year, or when the rental rate for the housing has been increased by 40 percent through application of the Consumer Price Index rent series, whichever occurs first.

(2) Every 3rd year, if for any reason valid and realistic comparability with private rental rates has not been established.

(3) Any year when changes in the private rental market in the nearby established community indicate a need to adjust basic rental rates on the basis of a survey or appraisal of the rental market.

c. Utilities furnished by the Government and metered or measured will be adjusted whenever rate changes occur in the locality used for comparison.

15-12. Establishing rent schedules

a. A rental rate schedule of reasonable value for each unit type, utilities, and other services will be developed by the district commander and/or district engineer in accord with the basic rental rate principle and guidance contained in OMB Circular A-45 (see app I). A separate schedule will be prepared, if required, for transient housing and will provide a daily rate rather than a monthly rate. Schedules will be prepared by qualified contract appraisers for the initial 5-year period and each 5-year period thereafter. When it has been determined to be in the best interests of the Army, USACE staff appraisers may be used, in lieu of contract appraisers, provided prior approval is obtained from HQ USACE (CERE-E) Washington, DC 20314-1000.

b. In foreign countries, qualified contract or staff appraisers may be used for appraisal of DA housing as each situation warrants. After an initial appraisal by a contract or staff appraiser, commanders in foreign countries may authorize the use of either contract or staff appraisers or employee representatives, for the subsequent 5-year review and reappraisal of rent schedules of all housing within their jurisdiction. Primary reliance will be placed on the staff or contract appraiser when available. If a staff appraiser is not readily available in the area, and a determination is made that securing either a local contract appraiser, if available, or a staff appraiser from the United States is not economical or feasible, employee representatives may be used to establish rental rates. Justification for the determination to use employee representatives will be documented and retained in installation files together with the rent appraisal.

15-13. Appeals and reviews of schedules of charges

Garrison commanders may appeal or request a review of the schedules of charges for rents and utilities for housing subject to this chapter in accord with the following:

a. Any appeal or review will be processed so as to permit a decision by the reviewing authority and returned within 60 days. The appeal or request for a review will be made in writing after receipt of the approved rent schedule and will be addressed to the office from which the rent schedule was received. Every reasonable effort will be made to comply with this requirement. If a request for an appeal or review is made, the tenants involved will be notified that any adjustment of charges, upward or downward, resulting from the review will be made retroactive to the date of the

appeal or request for a review. Increased rental rates, will be collected by the OPLOC/FAO pending the decision of the appeal or review. Upon a final determination, the applicable amounts, after any refunds to the housing occupants, will be transferred to the appropriate accounts as provided by DFAS-IN Regulation 37-1, chapter 14, paragraph 140310.D.

b. Where the garrison commander considers that rent and utility schedules do not reflect reasonable comparability with local private rentals and are inconsistent with the basic rent principle, the commander may request an appeal or review of the schedule from the office that furnished the schedule. The request must be supported with the facts and circumstances on which the request for the appeal or review is based, indicating specifically which units and rates are considered inequitable and to what extent. The office responsible for establishing the rate schedule will carefully review the facts and circumstances and all data utilized in developing the schedule to insure that no discrepancies exist. Where discrepancies are found or where the evidence furnished by the commander warrants further evaluation, investigation, or adjustment of the schedule, corrective action will be taken. Approval of the corrective action or revised rates will be obtained in the same manner as the original schedule and the resulting schedule submitted to the commander for implementation. Where no corrective action is deemed justified, the commander will be notified with reasons in support of the decision.

c. If the garrison commander is still dissatisfied with the results of the appeal or review, he or she may submit the action through channels to HQ USACE (CERE-E), Washington, DC 20314-1000.

d. If an appeal is based on special grounds, such as (1) and (2), below, it will be referred through the channels to HQ USACE (CERE-E), Washington, DC 220314-1000, for review and decision.

(1) *Space devoted to official use.* Where the use of a portion of a housing unit designated as representational housing is required for the purpose of accommodating official visitors, for official office space or for the general convenience of the public, special consideration may be given to a compensatory adjustment in rent. In such instances the garrison commander should set forth in full detail the circumstances detracting from the otherwise reasonable value of the housing to facilitate a proper evaluation and recommendation.

(2) *Excessive size or quality.* If housing of similar size and/or quality to that which the employee would ordinarily select in the private market, is not available, and the employee is required to accept alternate housing, the housing may not have the same reasonable value to the employee that would otherwise be reflected by comparison with private rental housing. Cases in this category will be considered only if suitable alternate housing is not available to the employee. In such instances, temporary rental adjustments may be made by the commander, USACE, if fully justified by the facts. Occupancy will not continue beyond one month subsequent to the availability of housing on the installation or in private housing similar in size and/or quality to which the employee is entitled.

e. Appeals of rentals affecting housing pertaining to the Army's national cemeteries will be made to the Superintendent, Arlington National Cemetery, Arlington, VA 22211-5003, for consideration and final decision.

15-14. Records

Complete records of proceedings, findings, and recommendations and other documents relating to the development of rent schedules for housing subject to this chapter, including any subsequent reviews and appeal actions pertaining thereto, will be maintained in accordance with AR 25-400-2, and may be used for audit and review purposes by the office which furnished the schedule.

15-15. Disposition of collections for rents and charges

Receipts from rents and other charges imposed pursuant to this chapter shall be credited to the accounts shown in table 15-1.

Table 15-1
Disposition of collections for rents and charges

Type of facility rented	Account to be credited with receipts
FH, including MHP spaces	AFH (see 10 USC 2831)
Housing not included in next above—	
Basic rent	General Proprietary Receipt Account 3210, "Defense Military Not Otherwise Classified," under a citation that includes the departmental code (a 2-digit prefix symbol—"21" for the Army)
Utilities and related services	Appropriation reimbursement to the O&M type account financing the cost of utilities
NAF services account	Applicable NAF

Chapter 16 Information Requirements

Section I General

16–1. Scope

This chapter identifies housing information requirements and prescribes specific reporting and information requirements for housing programs, delineates their purposes, and describes data entries necessary to complete them. It also addresses the need for management controls in housing management and identifies checklists as the suggested method for evaluating key management controls for housing.

16–2. Purpose of data collection

Housing management forms and reports are used to satisfy the following:

- a. Identify housing needs.
- b. Justify housing requirements.
- c. Defend housing resource requests.
- d. Manage housing assets.
- e. Maintain total asset visibility.
- f. Track execution of housing programs.

16–3. Automated systems

a. *Overview.* The report forms and information requirements prescribed in this chapter will be filled or generated using replicated or centralized Army-wide databases. The Internet is the preferred medium for gathering data and managing information requirements. Every FH, UPH(PP), and barracks asset (whether Government owned, leased, or privatized) must be electronically identified to the Army-wide database. Forms and information requirements that assist in managing housing are listed in table 16–1.

b. *Automation support.*

(1) *Housing Operations Management System.* The HOMES is a Standard Army Management Information System, approved by the Office of the Assistant Secretary of Army. Appendix J describes the HOMES. The proponent for HOMES is ACSIM (DAIM–FDH). Housing information technology including information on software for HOMES applications can be obtained through <http://housing.army.mil/>.

(2) *Housing Operations Management System usage.*

(a) The HOMES is used Army-wide at installations with housing assets. It is deployed by ACSIM (DAIM–FDH) to users at which time the user is given a user ID and password. Software applications are available only to installations and their supporting headquarters.

(b) The HOMES is the primary automated system approved for use for housing management functions. Installation personnel are not authorized to modify, acquire, or develop software or hardware without a waiver from ACSIM (DAIM–FDH).

(c) Installations and the IMA are not authorized to use the HOMES processes for unique applications or to modify the HOMES program.

(d) HOMES users are responsible for site preparation, communications (to include local area networks), hardware, maintenance, and replacement after the initial year. The local Director of Information Management will provide coordination and services to meet these requirements.

(e) Personal computer workstations will provide access to HOMES and the opportunity for unique software applications such as word processing and graphics.

(f) The HOMES is available for use when deployed by the AHD technical team. Documentation and the standard hardware configurations are available for downloading on the HOMES HelpDesk Web site at <https://homeshelp.army.mil/>.

(3) *Web-based systems.* The Army employs Internet Web sites to assist in the management of its housing assets. The AHD Web site is available as are Web sites for GFOQ, BOP, AHOS, and the HOMES HelpDesk. All links are available from the AHD Web site at <http://housing.army.mil/>.

(4) *General and/or flag officer's quarters Web site.*

(a) The SYGP, also referred to as the 6 Year Plan (6YP) (see para 13–29 for description), and the annual Army Housing GFOQ Expenditure Report (see para 16–7) are electronically prepared, submitted, reviewed, revised, and approved through the GFOQ Web site on the Internet.

(b) Access to the GFOQ Web site can be obtained through <http://housing.army.mil/>. A user id and password are required.

(c) Instructions for completing the documents listed in (a), above are contained in the GFOQ User Manual located on the GFOQ Web site's main menu.

Table 16-1
Housing management information requirements

Form	Report Control Symbol (RCS)	Title	As of/due dates	To	Reference
DA 4939	ENG-328	General/Flag Officer's Quarters Expenditure Report	End each quarter/within 30-45 days of quarter end End 2nd and 4th quarter/within 45 days of quarter end End 4th quarter/On call	GFOQ resident IMA region HQ IMA and HQDA (DAIM-FDH)	para 16-7
DD 1746	NA	Application for Assignment to Housing	As required	Housing office	para 16-4
DD 1747	NA	Status of Housing Availability	As required	Housing applicant	para 16-5
DD 2463	NA	High Cost Foreign Lease	Date of action/within 30 days of action taken	HQDA (DAIM-FDH)	para 16-8

(5) *Business Occupancy Program Web site.*

(a) This site populates FH data in a BOP database. It allows users to access FH occupant data via BOP-1, which provides a summary of total occupancy days for FH, and BOP-2, which summarizes FH inventories.

(b) BOP-1 and BOP-2 data are reviewed on a monthly basis by all installations with Government-owned or -leased FH. Sites whose databases are replicated to HQDA over the Internet should check the data on the AHD Web site at <http://bop.housing.army.mil> to ensure totals agree with locally generated information.

(c) Access to the BOP Web site can be obtained through <http://housing.army.mil>. A user ID and password are required to enter the BOP Web site.

(d) Instructions for completing the BOP documents are contained on the BOP Web site.

c. *Frequency of reports.* Continuous database maintenance offers virtual real time access to data. Accordingly, housing managers should be prepared, as necessary, to respond electronically to on-call requests for the information requirements and those reports identified in this chapter.

Section II

Housing Referral Information Requirements

16-4. DD Form 1746 (Application for Assignment to Housing)

a. This form provides the housing office with timely and accurate information on customer requirements for housing. It is also used to record action taken on applications. It is submitted to the receiving housing office by the applicant on an as required basis.

b. Specific instructions for completing the DD Form 1746 are provided as an integral part of the form.

16-5. DD Form 1747 (Status of Housing Availability)

This form is used by the housing office to advise housing applicants of what they can expect in terms of housing availability at the receiving installation and its local communities. It is used on an as required basis.

16-6. Sales and rental listings

a. The housing office will obtain, maintain, and make available to eligible personnel listings of adequate off-post housing units available for sale and rent by private owners. These listings will cover the full range of prices, sizes, and locations of available privately owned housing assets.

b. The housing office will determine procedures for obtaining and collecting listing data and the format to be used in making the data available to eligible personnel. Wherever possible, data will be automated.

c. Listing information is provided by an owner, agent, or manager of private housing who desires to list his or her property for sale or rent. Housing managers should consider local Multiple Listing Service type data for linkage to the installation's automated program for sales and rental listings.

Section III

Housing Information Requirements

16-7. DA Form 4939 (General/Flag Officer's Quarters Quarterly Expenditure Report) (RCS ENG-328)

a. This report provides both O&M and post acquisition construction budget execution data for each GFOQ in the Army's FH inventory. It will be used by HQDA, director the IMA, the IMA region director, the garrison commander, and the GFOQ resident in carrying out their respective responsibilities for prudent management of GFOQ. (A sample DA Form 4939 with instructions for completing the form is at figure 16-1.

b. All installations that have funded GFOQ, whether Government-owned or -leased, will prepare the report.

c. General instructions are provided below.

(1) Reports will be prepared for each DU which is—

(a) Designated for and occupied by a general or flag officer for any portion of the reporting period.

(b) Not designated as GFOQ, but temporarily assigned as such.

(2) Reports will include all funds allocable to the housing unit during the full fiscal quarter even though not assigned to a general or flag officer for the full reporting period.

(3) All fiscal data will be based on expenditures and conform to the allocation rules in paragraphs 13-35 and 13-36.

(4) Approval for M&R of a specific GFOQ, if carried forward per paragraph 13-30d, may cause M&R expenditures to exceed the congressionally approved amount of M&R for that FY. Where this occurs, the amount approved for carry over will be identified in a footnote to the DA Form 4939.

(5) Reports are required for GFOQ with approved diversions to UOPH when the general and/or flag officer resident is entitled to BAH at the "without dependents" rate. Records of expenditures will be kept in the file established for the specific GFOQ. Regardless of funding source, GFOQ cost limitations must be adhered to.

(6) Funding data will be derived from the cost accounts maintained as prescribed in DFAS-IN Manual 37-100-**. Detailed cost account data for O&M will be reported by the cost categories and detailed subordinate cost accounts shown on the report form and described in DFAS-IN Manual 37-100-**.

(7) Reports will be reviewed by the housing manager and the DPW and certified by the housing manager.

(8) Reports will be prepared quarterly as of the end of each fiscal quarter.

(9) Reports will be provided each GFOQ resident quarterly within 30-45 days after the end of the quarter. Copies of the 2nd and 4th quarter reports will be provided to the appropriate IMA region. The entire 4th quarter report will be provided through command channels to HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600 on request.

(10) Installation personnel submit 2nd and 4th quarter reports (DA Form 4939) for the FY to the appropriate IMA region via the GFOQ Web site. The Army uses the information from the GFOQ Web site database to complete the annual rollup report of Army housing GFOQ expenditures (see para 16-3b(4)).

d. Report composition is described below.

(1) DA Form 4939 consists of the following:

(a) Header data (blocks 1 through 15).

(b) Operations and maintenance expenditures data (blocks 17 through 21).

(c) Security and/or force protection data (block 22).

(d) Other funding sources for expenditures, for example, UPH, OMA, AFHC (block 23).

(e) Remarks, to include footnote itemization and/or narrative (blocks 25 through 27).

(2) Cost categories and selected subordinate detailed accounts, as described in DFAS-IN Manual 37-100-**, are listed in blocks 17, 18, 19 and 22.

e. Special instructions for footnotes (itemization and/or narrative) are as follows:

(1) The itemization and/or narrative data entries required as standard footnotes are listed below. These entries will be cumulative for the FY, that is, each succeeding fiscal quarter's report will show data for that quarter and all preceding quarters for the reported FY.

(2) For the furnishings category, enter the following for the detailed subordinate cost accounts which address the purchase of furnishings:

(a) Short description of specific transaction.

(b) Expenditures to nearest dollar.

(c) Approval authority.

(3) For the M&R category, enter the following for the detailed subordinate cost accounts which address major M&R projects, alterations and additions (that is, incidental improvements), and M&R of grounds:

- (a) Short description of specific transaction.
- (b) Expenditures to nearest dollar.
- (4) The 4th quarter's report will also provide footnote explanation when—
 - (a) The FY total M&R expenditure for that GFOQ exceeded the congressionally approved M&R limit.
 - (b) The FY total O&M expenditure for that GFOQ exceeded the HQDA approved and/or the IMA approved O&M limit.
- f. Security and/or force protection (block 22) (see para 13–37b) and other (block 23) costs require the following information in block 25:
 - (1) A brief description of physical security and/or force protection efforts undertaken to include expenditures by appropriation.
 - (2) A short description of non–AFH expenditures for operations to include any funding appropriation that supports the diversion of a GFOQ to UPH use.
 - (3) A brief description of non–AFH expenditures by appropriation for communication and mission essential requirements.
 - (4) A short description of post acquisition construction projects (BP 60000000), to include expenditures, work start and end dates, and budget year approval.

16–8. DD Form 2643 (High Cost Foreign Lease)

- a. This form provides summary data on new, renewed, changed, or canceled high–cost foreign leases, which are approved within statutory high–cost lease authority.
- b. The form is completed on a self–explanatory basis. The form can be completed electronically. (A completed sample of DD Form 2643(EG) is at figure 16–2).
- c. IMA regions located in foreign areas will provide this summary data to ACSIM (DAIM–FDH) within 30 days of action taken.
- d. The ACSIM (DAIM–FDH) will provide summary data or excerpts to the OSD as required by DOD 4165.63–M.

Section IV Management Control

16–9. Management control provisions

- a. Affecting every member of the Army and their families, housing is a highly visible necessity. It has a direct impact on soldier retention and both individual and unit readiness. It is one of DOD's and the Army's top quality of life concerns.
- b. The provision, management, and operation of Army housing is an enormous undertaking that consumes substantial resources. The different types of housing in the inventory—family, UPH(PP), and trainee barracks—are governed by a wide array of laws, criteria, thresholds, limitations, and approval authorities. The sizes of the housing inventories and the diversity of guidance applicable to the varied types of housing offer ample opportunity for fraud, waste, and misuse. Hence, housing programs are intensively managed at all levels—from the Congress down to the installation.
- c. This AR has integrated appropriate management controls throughout. These controls address the various types of housing, their related functional areas, and the programs that guide them.

16–10. Management Control Evaluation Checklists

- a. A Management Control Evaluation Checklist has been developed for the key management controls identified to each of the significant housing functions. The checklist at appendix K addresses the following housing functions:
 - (1) Family housing (see para K–4a).
 - (2) UPH(PP) (see para K–4b).
 - (3) CHRRS (see para K–4c).
 - (4) Mobile home parks (see para K–4d).
 - (5) Housing furnishings management (see para K–4e).
 - (6) Housing requirements determination (see para K–4f).
 - (7) Military housing privatization (see para K–4g).
 - (8) Housing planning for mobilization (see para K–4h).
- b. Checklists and related documentation should be retained on file for use during staff assistance visits, inspections, and audits.

GENERAL/FLAG OFFICER'S QUARTERS QUARTERLY EXPENDITURE REPORT				REQUIREMENT CONTROL SYMBOL ENG-328	
For use of this form, see AR 210-50; the proponent agency is OACSIM.					
1. DATE PREPARED (YYYYMMDD) 20040730		2. FISCAL QUARTER 3d	3. FISCAL YEAR 2004	4. IMA REGION Northeast (NERO)	
5. GFOQ ADDRESS 316-A Taylor Ave			6. BLDG NO./QTRS ID PG048/48A	7. YEAR BUILT 1902	
8. REPORTING INSTALLATION Ft McNair		9. LOCATION Washington, DC	10a. SIZE (NSF) 2708	10b. SIZE (GSF) 3524	
11a. RESIDENT'S RANK MG	11b. RESIDENT'S NAME Ward W Williams		12. POSITION Vice Dir, J-3	13. SPECIAL COMMAND POSITION CODE 58	
14a. DATE ASSIGNED (YYYYMMDD) 20030718	14b. <input type="checkbox"/> CHECK IF VACANT	15. NATIONAL HISTORICAL REGISTER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ELIGIBLE		16. LEASED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
EXPENDITURES (Express cost to the nearest dollar)					
DESCRIPTION		THIS QUARTER	YEAR TO DATE	BUDGET ESTIMATE CURRENT FY	
17. OPERATIONS					
a. Management		1,013.00	3,376.00	4,400.00	
b. Services		104.00	309.00	400.00	
c. Furnishings (See note 1)		0.00	0.00	0.00	
d. Miscellaneous		0.00	0.00	0.00	
e. SUBTOTAL (a thru d)		1,117.00	3,685.00	4,800.00	
f. Utilities		2,749.00	10,376.00	12,500.00	
g. TOTAL OPERATIONS (17e + 17f)		3,866.00	14,061.00	17,300.00	
h. APPROVED OPERATIONS AMOUNT				17,300.00	
18. MAINTENANCE AND REPAIR					
a. Service Calls		4,972.00	13,228.00	19,000.00	
b. Routine Maintenance and Repair		1,681.00	4,157.00	5,000.00	
c. Change of Occupancy		0.00	0.00	0.00	
d. Interior Painting (See note 2)		0.00	0.00	0.00	
e. Exterior Painting (See note 2)		0.00	0.00	0.00	
f. Self-Help		232.00	419.00	500.00	
g. Grounds Maintenance (See note 3) Approved Region waiver on grounds maintenance? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		0.00	0.00	0.00	
h. Incidental Improvements (See note 3)		0.00	0.00	0.00	
i. Major Repair (See note 3)		55,600.00	55,600.00	55,600.00	
j. Design Costs		0.00	0.00	0.00	
k. Environmental Remediation (See note 3)		0.00	0.00	0.00	
l. Other Real Property		0.00	0.00	0.00	
m. Exterior Utilities (See note 3)		0.00	0.00	0.00	
n. TOTAL M&R (18a thru m)		62,485.00	73,404.00	80,100.00	
o. APPROVED M&R AMOUNT				80,100.00	
19. LEASING		0.00	0.00	0.00	
20. TOTAL O&M (17g + 18n + 19)		66,351.00	87,465.00	97,400.00	
21. APPROVED O&M AMOUNT				97,400.00	
22. SECURITY/FORCE PROTECTION		0.00	0.00	0.00	
23. OTHER					
a. UPH		0.00	0.00	0.00	
b. OMA		0.00	0.00	0.00	
c. Projects funded by AFH Construction Program (BP6000000)		0.00	0.00	0.00	
d. TOTAL OTHER (23a thru c)		0.00	0.00	0.00	
24. GRAND TOTAL (20 + 22 + 23d)		66,351.00	87,465.00	97,400.00	

DA FORM 4939, APR 2005

DA FORM 4939-R, OCT 1996, IS OBSOLETE.

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Figure 16-1. Sample DA Form 4939

25. INSTALLATION COMMENTS <i>(Use page 3 for continuation)</i> #18i - Bathroom Renovation @ \$17,739 - HVAC System Replacement @ \$37,861	
26. REGION COMMENTS <i>(Use page 3 for continuation)</i> 	
27. HQDA COMMENTS <i>(Use page 3 for continuation)</i> 	
28. CERTIFICATION STATEMENT. I hereby certify that the above Expenditure Report is true and correct based on our existing records and to the best of my knowledge.	
a. CERTIFIER NAME Charles M Hauser	b. SIGNATURE
c. TITLE Housing Manager	d. DATE (YYYYMMDD) 20040911
NOTES: 1. Itemize furnishings purchased and cite approval authority in block 25. 2. Itemize in block 25 and identify date(s) last painted. 3. Itemize in block 25.	

Figure 16-1. Sample DA Form 4939—Continued

29. CONTINUATION

DA FORM 4939, APR 2005

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Legend for Figure 16-1;
Instructions for completing DA Form 4939
Block 1. Date prepared—Self-explanatory.
Block 2. Fiscal quarter—"1st," "2d," "3d," or "4th," as applicable.

Figure 16-1. Sample DA Form 4939—Continued

Block 3. Fiscal year—FY number.

Block 4. IMA region—Name of IMA region.

Block 5. GFOQ Address—Street address of GFOQ.

Block 6. Bldg No./Qtrs ID—Facility or building number/Quarters ID number.

Block 7. Year built—Year of construction.

Block 8. Reporting installation—Name of installation. This must be consistent with previous reports.

Block 9. Location—State or country, if located in a foreign country.

Block 10a. Size (NSF)—Net square feet of living space.

Block 10b. Size (GSF)—Gross square feet of facility.

Block 11a. Resident's rank—Self-explanatory.

Block 11b. Resident's name—Self-explanatory.

Block 12. Position—Duty position of resident.

Block 13. Special Command Position Code—Special command position 2-digit code as listed in table 13-1. If resident position is not a special command position, then enter "None."

Blocks 14a and 14 b. Enter date assigned to GFOQ in 14a; or check block 14b if vacant.

Block 15. National historic register—"X" in appropriate block.

Block 16. Leased—"X" in appropriate block.

Expenditures

Column. Description—Self-explanatory (see descriptions in DFAS—IN Manual 37-100-**).

Column. This quarter—Expenditures for the fiscal quarter reported.

Column. Year to date—Expenditures for the year to date through the fiscal quarter being reported.

Column. Budget estimate current FY—Budget estimate data prepared in accord with paragraph 13-29.

Block 17. Operations

Block 17a. Management—Total expenditures for prorata share of FH administrative cost, programming and studies, and environmental studies.

Block 17b. Services—Total expenditures for refuse collection and disposal, fire and police protection, entomology services, custodial and municipal services.

Block 17c. Furnishings—Total expenditures for maintenance of furniture and equipment, for purchase of furniture and equipment, and for administering and moving Government-owned furniture and equipment into or out of housing.

Block 17d. Miscellaneous—Total expenditures for permit payments and (Germany only) fire insurance.

Block 17e. Subtotal—Sum of blocks 17a through 17d.

Block 17f. Utilities—Total expenditures for electricity, gas, fuel oil, water, sewage, and other utilities and fuels.

Block 17g. Total operations—Sum of blocks 17e and 17f. Exclude all indirect support costs associated with the operation of GFOQ.

Block 17h. Approved operations amount—Approved budget amount for operations.

Block 18. Maintenance and Repair.

Block 18a. Service calls—Total expenditures for service calls.

Block 18b. Routine maintenance and repair—Total expenditures for routine maintenance and repair.

Block 18c. Change of occupancy—Total expenditures for change of occupancy, if any. Includes expenditures for cleaning after resident has met required (specified) standards pursuant to contractor cleaning at Government expense (OCONUS only). Cleaning for residents exempted from cleaning for compassionate reasons or for the convenience of the Government is chargeable to services (block 17b).

Block 18d. Interior painting—Total expenditures for all interior painting.

Block 18e. Exterior painting—Total expenditures for all exterior painting.

Block 18f. Self-help—Total expenditures for self-help materials and equipment attributable to the GFOQ.

Block 18g. Grounds maintenance—Total expenditures for maintenance, care (that is, cyclical gardening services such as planting, fertilizing, pruning, mulching, and so forth), and repair of improved and unimproved grounds, including storm sewage and drainage structures, solely for the GFOQ resident's use. Also, "X" in appropriate block.

Block 18h. Incidental improvements—Total expenditures for incidental improvements to GFOQ and ORP facilities directly related to the GFOQ.

Block 18i. Major repair—Total expenditures for repairs, rehabilitation, and/or replacement of major components of, or directly related to, the GFOQ.

Block 18j. Design costs—Total expenditures for design of M&R projects attributable to the GFOQ and appurtenant ORP.

Block 18k. Environmental remediation—Total expenditures for the M&R costs of precluding or repairing environmental damage and for environmental compliance.

Block 18l. Other real property—Total expenditures for M&R of paved areas (that is, walks, parking areas, curbs and gutters, fences, and so forth).

Block 18m. Exterior utilities—Total expenditures for all utility distribution, collection, and service systems, including street lighting systems, beginning at the five-foot line and ending where the system joins a main or terminates.

Block 18n. Total M&R—Sum of blocks 18a through 18m.

Block 18o. Approved M&R amount—Approved budget amount for M&R.

Block 19. Leasing—Total expenditures for the basic shelter rent of leased housing.

Figure 16-1. Sample DA Form 4939—Continued

Block 20. Total O&M—Sum of blocks 17g, 18n, and 19.
Block 21. Approved O&M amount—Approved budget amount for all O&M.
Block 22. Security and/or force protection—Data required by paragraph 16–7f(1).
Block 23. Other
Block 23a. UPH—Data required by paragraph 16–7f(2).
Block 23b. OMA—Data required by paragraph 16–7f(3).
Block 23c. Projects funded by AFH construction program (BP 60000000)—Data required by paragraph 16–7f(4).
Block 23d. Total other—Sum of blocks 23a through 23c.
Block 24. Grand total—Sum of blocks 20, 22, and 23d.
Block 25. Installation comments—Self-explanatory. Include comments identified by "NOTES" and any narrative required per paragraph 16–7 for block 22 and blocks 23a through 23c, and identification of any approved carry over amounts and descriptions from previous years.
Block 26. Region comments—Self-explanatory.
Block 27. HQDA comments—Self-explanatory.
Block 28. Certification statement.
Block 28a. Certifier name—Self-explanatory.
Block 28b. Signature—Self-explanatory.
Block 28c. Title—Title of signatory. This should be the housing manager.
Block 28d. Date—Date actual signature was obtained.

Figure 16–1. Sample DA Form 4939—Continued

HIGH COST FOREIGN LEASE			
1. EFFECTIVE DATE 14 June 2004		2. LEASE NUMBER EURO162849934822	
3. QUARTERS ID CODE DIRCTR/S			
SECTION I - POSITION DATA			
4. POSITION NORMALLY ASSIGNED TO UNIT Director, Center for Joint Studies			5. NORMAL GRADE FOR POSITION SES 5
SECTION II - PRESENT INCUMBENT			
6. NAME Dr. John Lang		7. GRADE SES 5	8. SCHEDULED ARRIVAL DATE In country
9. DATE TOUR ENDS 30 Sep 2007	10. ORGANIZATION ASSIGNMENT Director, Center for Joint Studies	11. GENDER AND AGE OF DEPENDENTS (Except spouse) Female - 17 Male - 14	
SECTION III - COMPONENT LEASING UNIT			
12. DOD COMPONENT ARMY		13. EXECUTIVE AGENT (Instl/MACOM administering lease agreement) USAREUR / EURO	
14. REASON FOR LEASE (Check one)			
<input checked="" type="checkbox"/> a. SPECIAL COMMAND POSITION		<input type="checkbox"/> b. COUNTRY REQUIREMENT	
<input type="checkbox"/> d. UNDUE HARDSHIP (Explain in Item 36)		<input type="checkbox"/> e. OTHER (Explain)	
<input type="checkbox"/> c. ATTACHE SYSTEM			
SECTION IV - LEASE DATA			
15. ADDRESS (Include Apt. No., City, State, Country and 9-digit ZIP Code) Jederstrasse 28 82828 Nettplatz Germany		16. GROSS SQUARE FEET 3,330	17. NET SQUARE FEET 2,685
		18. NUMBER OF BEDROOMS 4	19. NUMBER OF FULL BATHS 2
		20. NUMBER OF HALF BATHS 1	21. LAND SQUARE FOOTAGE 9,720
22. UNIT TYPE (Check one)		<input checked="" type="checkbox"/> a. DETACHED	<input type="checkbox"/> b. HIGH RISE
		<input type="checkbox"/> c. DUPLEX, ETC.	
23. DISTANCE FROM WORK SITE:		a. MILES 7.3	b. MINUTES 25
SECTION V - LEASE TERMS			
24. FROM (YYMMDD) 040614	25. TO (YYMMDD) 070914	26. OPTION TO RENEW No	27. OPTION TO CANCEL Yes
SECTION VI - ANNUAL COSTS			
28. BASIC RENT \$ 38,787	29. ESTIMATED UTILITIES \$ 4,015	30. ESTIMATED MAINTENANCE \$ 1,750	31. OTHER ANNUAL COSTS \$ 1,525
32. TOTAL ANNUAL COSTS \$ 46,077		33. ONE-TIME COSTS \$ 10,080	34. AUTOMATIC COST INCREASE \$ No
35. CURRENT LEASE CAP FOR COUNTRY IN ITEM 15			\$ 32,115
36. REMARKS #14e - No other suitable housing available. #33 - Initial make-ready costs.			

DD Form 2643, SEP 93 (EG)

Figure 16-2. Sample DD Form 2643 (EG)

Chapter 17 Installation Housing Planning for Mobilization

Section I General

17-1. Scope

This chapter establishes policy and procedures for housing managers at installation and higher levels which will enable Army housing organizations to plan for and participate effectively during mobilization. The policy and procedures outlined in this chapter supplement those set forth in earlier chapters and are applied during periods of imminent emergency, declared emergency, or mobilization.

17-2. Background

In May 1981, the DCS, G-1, approved a decentralized personnel management concept for inclusion in the Army Mobilization and Operations Planning and Execution System (AMOPES.) This concept has impact on active Army personnel and their families and affects demand and utilization of housing assets. The concept includes:

- a. Implementation of “stop movement” actions to stabilize the force.
- b. Delegation of distribution authority to the lowest levels with the continental United States Armies (CONUSAs) and MACOMs becoming primary managers in the distribution of personnel assets.
- c. Implementation of the management by exception principle throughout the hierarchy in which higher headquarters deal with only those problems that cannot be resolved at a lower level.
- d. Replacement of a peacetime, by name, assignment system, with bulk military personnel levy procedures.
- e. Initiation of wartime priorities.

17-3. Concept

a. Mobilization occurs in response to an operational contingency or national emergency. A mobilization may be classified selective, partial, full, or total depending on the level of military buildup required to meet specific circumstances.

b. Under mobilization the overall housing objective—to adequately house soldiers, with or without family members, remains unchanged. Housing management, its policies, programs, and procedures will be the same as described in earlier chapters of this regulation. Each installation will have specific mobilization mission requirements and a unique array of on- and off-post housing resources available to it. Each installation will have to plan for and execute its individualized mobilization housing mission.

c. Policies regarding assignment and termination of, or providing information on, housing remain in effect unless specifically modified by official policy.

d. Government-controlled housing during periods of mobilization will include units in the installation inventory, and temporary or permanent units acquired through—

- (1) The Department of Health and Human Services (DHHS).
- (2) The Federal Emergency Management Agency (FEMA), or its counterpart organization within each state.
- (3) HUD.
- (4) Leased housing obtained through any program where the Government, rather than the soldier, is responsible for lease payments.
- (5) The use of nonindustrial facilities (NIF). A large number of civilian facilities are available throughout the United States to help meet facility requirements for mobilization. These include hotels, motels, restaurants, and warehouses. AR 500-10 is the governing document for attaining predesignation of NIF (see para 17-12).

Section II Command Relationships

17-4. Reserve Component mobilization structure

Although the basic command structure remains the same for the Active Army, there are some major adjustments and an increase in housing management workload with the mobilization of the RC units, which must be understood by housing management personnel at all levels.

a. *U.S. Army Reserve Command.* During peacetime, USARC is a FORSCOM subordinate command headquarters with command and control responsibilities for all USAR units assigned to FORSCOM. The USARC accomplishes its mission through its subordinate Regional Readiness Commands (RRCs) and General Officer Commands (GOCOMs). The mobilization mission for the USARC is as follows:

(1) For Presidential Reserve Callup, Partial Mobilization, or Full Mobilization, USARC prepares and cross-levels alerted USAR units until transferred to the CONUSAs for training and validation for deployment, in accord with DA mobilization orders.

(2) For Total Mobilization, USARC organizes, documents, and prepares additional units, as identified by FORSCOM, to fulfill combatant, command, or service support requirements, using remaining or residual USAR resources as required. On order, USARC transfers command of these units to CONUSAs for training and validation for deployment.

b. Continental United States Armies. The CONUSAs play a central role in mobilization. They are responsible for mobilization planning conducted by mobilization stations (MS) and for coordination and/or liaison with State Adjutants General for training supervision of ARNG units within their geographic areas. The CONUSA commands USAR, State Area Command (STARC), and ARNG units following mobilization or federalization. The CONUSA also exercises operational control over active Army installations for mobilization planning and execution, relying on the RRCs for assistance with both the planning and execution of mobilization and deployment. A major change upon mobilization is that installation requirements reported to FORSCOM during peacetime will be reported to the CONUSA in a mobilization situation. Refer to appropriate operation plans for information regarding FORSCOM's wartime roles.

c. U.S. Army Reserve units. During peacetime USAR units are controlled by RRCs or separate GOCOMs. The separate GOCOMs normally report to a major USAR command or RRC. Major USAR commands and RRCs report to the USARC, which, in turn, reports to FORSCOM. Upon mobilization, USAR units command lines are as follows—

(1) *Forces Command units.* The FORSCOM units remain under the CONUSA and/or major USAR command and/or RRC chain from their effective mobilization date (M-date) until their arrival at the MS. Upon arrival at the MS, command passes to the designated parent organization.

(2) *Units scheduled for assignment to other major commands.* The CONUSA will transfer units to designated MACOMs on the unit's M-date at home station but will maintain operational control until the unit arrives at the mobilization station and/or site.

d. Army National Guard units. During peacetime, and during the alert period after M-date but before a unit's M-date, ARNG units are commanded by the State Adjutant General who reports to the State Governor. The National Guard Bureau (NGB) is the coordinating (not command) headquarters of the state programs. ARNG units, on their M-date, come under the command of mobilized STARC and CONUSAs until the units report to the MS. At that point the units come under the control of their appropriate MACOMs.

e. Mobilization stations. In peacetime, the MS plans and prepares to receive and access RC units and personnel into the Active Army. This includes planning for the use of late or non-deploying units and coordinating MS arrival dates. The MS will access the RC unit into the Active Army on the RC unit's M-date or as soon thereafter as coordination can be made with the unit to verify personnel data. The MS can coordinate with the CONUSAs to bring RC units to the installation earlier or later than planned to support necessary cross-leveling and to perform installation support functions.

17-5. Installation mobilization relationships

The installation is the base of the cross-leveling redistribution system. Although the functions and responsibilities are the same, the variety of organizations, missions, and capabilities at each of the 50 plus mobilization stations results in almost unique procedures at each post. Some of the impacts on planning and command relationships are—

a. The garrison commander and the housing manager must be responsive to each MACOM when it has units at their post.

b. Housing managers at supporting installations must ensure that mobilization planning provides for expeditious housing management assistance and administrative support of the unit.

c. Installations which, during peacetime, have combined division and installation staffs must be prepared to immediately function separately upon mobilization and deployment. Additional mobilization tables of distribution and allowances positions should be identified to handle the increased workload that is not offset by the mobilization of sustainment units and/or augmentees for the installation.

17-6. Command and agency roles

a. Major commands. Each DA subordinate command having mobilization responsibilities prepares supporting mobilization plans and programs that are developed in consonance with the guidance contained in DA mobilization directives and programs. In a mobilization environment, MACOMs supplement and distribute guidance from HQDA. As in peacetime, a MACOM, in carrying out its mobilization responsibility, allows HQ IMA, its regions, and their installations to accomplish their housing functions.

(1) FORSCOM serves as the DA responsible official for mobilization of RC units. Major responsibilities center on command of USAR Troop Program Units (TPUs), unit readiness, execution of mobilization directives, and deployment of both Active Army and RC units.

(2) U.S. Army Training and Doctrine Command responsibilities focus on individual training and training base

expansion to include use of USAR training divisions and separate brigades, reception stations, schools, and establishment of CONUS Replacement Centers.

(3) The AMC responsibilities focus on development of a detailed industrial expansion plan.

(4) Other MACOMs' mobilization responsibilities are in accordance with specific assigned responsibilities; that is, MEDCOM will be responsible for expansion of the health care capability and training base to meet mobilization needs. Military Surface Deployment and Distribution Command assumes the responsibility for movement of personnel who are designated as fillers and replacements from the origin to the port of embarkation. USACE develops and maintains mobilization facilities design criteria and serves as a construction agent for mobilization facilities.

b. Agencies.

(1) The NGB is the Federal instrumentality responsible for the administration of the National Guard (NG). The NGB participates, with the Army and Air Force staffs, in the development and coordination of all programs pertaining to or affecting the NG. The NGB is the designated channel of communications between the Department of the Army, Department of the Air Force, and the States participating with and assisting the States in the organization, maintenance, and operation of NG units. The NGB does not have command authority.

(2) Human Resources Command, as a field operating agency of the DCS, G-1, provides the corporate structure which enables efficient and effective management of Active Army and USAR soldiers worldwide. The HRC integrates and coordinates military personnel systems to develop and optimize utilization of the Army's human resources in peacetime and in wartime. The HRC performs all personnel management functions for the distribution, development, retention, and transition of Active Army soldiers, mobilized RC soldiers, and those on extended tours of active duty, temporary tours of active duty, or retired recalled to active duty.

(3) U.S. Army Community and Family Support Center (CFSC), a field operating agency of the ACSIM, is responsible for the development and coordination of all community and family services throughout the Army. These include such areas as Army lodging; ACS; Red Cross; Army Emergency Relief; family orientation, assistance, and sponsorship; and morale, welfare, and recreation activities.

(4) The ACSIM provides guidance, direction, and coordination during premobilization planning on construction requirements, facilities engineering, and housing matters to MACOMs, the IMA and its regions and their installations.

(5) IMA, a field operating agency of the ACSIM, provides base operations support to all Army installations through the garrison commanders.

c. The Army Mobilization and Operations Planning and Execution System. The AMOPES is the planning instrument that is used by the Army to provide guidance to DA agencies and commands for the mobilization and deployment of Army forces. It provides guidance for transitioning the Army from peacetime to wartime, addresses priorities for time phased allocation of resources, discusses planning factors for forecasting or estimating requirements and availability of resources, and provides assumptions necessary for planning purposes. Housing management personnel are key players during mobilization and must be conversant with the Army mobilization process.

Section III

Housing Mobilization Planning

17-7. Mobilization planning tasks above installation level

The following tasks are assigned in accord with the AMOPES in order to effectively plan and prepare for requirements associated with stationing, housing, and expanding installations to accommodate mobilization:

a. Headquarters Department of the Army.

(1) Provides stationing guidance to the MACOMs and HQ IMA.

(2) Approves stationing plans.

(3) Directs restationing, if required, to overcome reported facilities deficiencies.

(4) Manages the authorization and funding of construction support.

(5) Upon mobilization, makes the final decision to defer, suspend, or cancel previously approved and funded military construction programs, within the constraints of existing legislation, military regulations, and so forth.

(6) Determines requirements for prisoner-of-war camps and provides guidance to FORSCOM.

(7) Takes action to exercise MOUs to recover and transfer control of former Army controlled real estate in order to support the mobilization.

(8) Directs establishment of new installations.

(9) Directs the activities of semi-active installations and activities.

b. All major Army commands. Ensure that mobilization plans, Continuity of Operations Plans, and Emergency Action Procedures are in consonance with AMOPES.

c. U.S. Army Forces Command.

(1) Develops a detailed stationing plan for mobilization. This plan should be updated and submitted annually to HQDA, ACSIM (DAIM-MD). This plan will be developed in coordination with other MACOMs in accordance with

priorities and HQDA guidance. FORSCOM is authorized to plan stationing of deploying units at all installations. This plan will include—

- (a) Deployable Table of Organization and Equipment (TOE) units.
- (b) Base operating tables of distribution and allowances and TOE units.
- (c) Trainee, transient, and student loads, in coordination with other MACOMs concerned.
- (2) Develops plans for location and size of prisoner-of-war camps.
- d. *U.S. Army Training and Doctrine Command.*
 - (1) Develops a detailed training base expansion plan, in coordination with other MACOMs.
 - (2) Provides the updated training base expansion plan to FORSCOM for use in preparing stationing plans.
- e. *U.S. Army Materiel Command.*
 - (1) Develops a detailed industrial base expansion plan.
 - (2) Coordinates applicable portions of the plans with FORSCOM for use in preparing stationing plans.
- f. *U.S. Army Corps of Engineers.*
 - (1) Serves as the proponent for the engineering and construction portion of the mobilization plan.
 - (2) Provides advice, support, and coordination during premobilization planning on engineering and construction matters to MACOMs and installations either directly or through USACE division and/or district organization, as appropriate.
 - (3) Develops plan, in coordination with other MACOMs, for acquisition (including recapture of excess property and revocation of outgrants) for real estate required for mobilization.
- g. *U.S. Army Medical Command.*
 - (1) Develops, in coordination with other MACOMs, a detailed plan to ensure decentralized execution and delivery of all essential health services to the expanded Army after M-date for partial, full, and total mobilization.
 - (2) Provides assistance to other commands and/or activities within the MEDCOM area of responsibility.
- h. *Installation Management Agency.*
 - (1) Supervises installation mobilization expansion planning and staffing.
 - (2) Maintains records of their installations' capabilities to provide facilities in support of mobilization.
 - (3) Ensures that requirements for activation or expansion, to include construction of additional facilities and addition of real estate required for support of mobilization, are determined and validated and are provided to HQDA annually.
 - (4) Ensures installations make maximum use of NIF. Provide guidance as required to ensure that installations identify appropriate NIF and submit applications through FORSCOM.
 - (5) Provides assistance to FORSCOM in development of mobilization stationing plan.
 - (6) Provides assistance to TRADOC in development of training base expansion plans.

17–8. Installation mobilization planning

a. *General.* Each installation (to include State-operated installations) with a mobilization mission will prepare detailed mobilization plans. An integral part of these plans is the information contained in the RPMP which examines expansion capabilities of and planning requirements for facilities to support projected loads during full mobilization.

b. *Installation planning.* Installation planning will include housing appendices to the Engineer annex which will—

- (1) Be based on the installation mobilization missions.
- (2) Be based on the installation daily loads as computed from mobilization planning documents.
- (3) Include detailed plans within the RPMP for the maximum utilization of existing facilities and expansion required to support projected loads.
- (4) Include a cost-estimate of the repair, rehabilitation, and acquisition, to include associated costs, required to accommodate the predetermined loading.
- (5) Section IV, below provides details regarding preparation of a housing appendix to the IMP.

c. *Guidance.*

(1) Changes in missions and/or command jurisdictions of installations will be planned only when essential to meet mobilization requirements and will be coordinated with ACSIM (DAIM-MD) and DCS, G-3/5/7 (DAMO-OD).

(2) Headquarters, USACE and the ACSIM will manage and coordinate acquisition of State-controlled installations with appropriate MACOM, HQ IMA, and chief, NGB. The chief, NGB will keep state authorities informed of plans involving possible use of these installations.

(3) Installation expansion will be in consonance with an approved RPMP. The RPMP will include specific plans for accommodating the expected population surge during mobilization (M) to M + 90 using NIF, tentage, and Army approved expedient construction.

(4) After need for new construction is reviewed, new construction may be deferred.

(5) In developing mobilization planning standards in the United States, use space criteria established by the USACE. Construction will be based on "M-Drawing" facilities where designs are available and appropriate; or, theater of operations type construction (AR 415-16) using standards and criteria established in TMs 5-301 and 5-304. When

neither of the above will provide adequate facilities, local designs may be substituted. All local designs will be reported to HQ USACE (CECW-E).

(6) Anticipate an increased workload in housing management, particularly with respect to CHRRS. Rely primarily on existing housing assets, both on and off post. New construction of UPH either will not occur or will require lead-time of one or more years. Therefore, housing needs will be met primarily by increased use of existing housing assets, diversion of FH units, and ORP facilities, as well as using site facilities, tents, and so forth.

(7) Lease off-post housing facilities in accordance with AR 500-10. Identify, and be prepared to use, privately owned commercial housing facilities for military use. A predesignated listing of validated properties should be identified for mobilization purposes.

(8) Use minimum adequacy standards, particularly for UPH space, sparingly but as necessary. Commanders may reduce the 72 SF and/or 6.7 SM standard to 54 SF and/or 5.0 SM to meet mission requirements. This may be further reduced to 40 SF (3.7 SM) with the approval of the senior medical officer. Use space criteria established in chapter 4.

(9) Mobilized soldiers will not be involuntarily housed in substandard quarters for more than 45 days.

(10) Give priority for occupancy of FH to the incumbent family, rather than to the incoming family.

(11) Family members of a deployed sponsor may retain housing or opt to relocate.

(12) Family members of prisoners-of-war and families of missing in action or missing nonhostile personnel may continue to occupy their housing until their status changes.

d. Category classification. Chapter 3 priorities of assignment to housing apply with the following category classifications:

(1) The RC sponsors permanently assigned duties at the installation will be housed using the same chapter 3 priority as Active Army members.

(2) The RC sponsors assigned to an installation for training and deployment will be encouraged not to bring family members to the training and/or mobilization site. Housing support for these personnel will be limited to CHRRS assistance for private sector housing, if a sponsor elects to bring family members to the installation.

(3) Priority "5" housing support will be provided DOD and U.S. State Department evacuee families referred by DHHS during emergency or nonemergency repatriation operations.

(4) Unaccompanied families of military personnel assigned overseas will be housed with priority "6."

e. Furnishings. Furnishings for FH requirements may not be stockpiled. Furniture for excepted UPH mobilization loads may be stockpiled.

f. Management and resources. Additional housing management and resource guidance will be issued at the time of mobilization. The thrust of such guidance is expected to be as follows:

(1) Reduce O&M projects to the minimum level necessary to operate housing facilities and preserve them for continued use.

(2) Defer nonessential M&R.

(3) Review new construction and modernization projects and identify those that have not been started but should be constructed, those that have not been started and should be delayed, those that have been started and should be completed, and those that have been started but should be cancelled.

(4) Identify construction funds available for other use.

17-9. Installation mobilization and deployment plans

Each installation with a mobilization mission is required to maintain an installation plan to support mobilization and deployment. These plans must be periodically reviewed and updated to ensure their accuracy and completeness. Housing managers should review the housing appendix to the engineer annex of the mobilization plan to ensure they encompass all of the housing areas of responsibility and that major requirements are identified and properly coordinated with other staff agencies. Housing plans must not only identify housing policies and procedures but must also identify specific requirements for each area within housing such as FH, UPH, CHRRS, Army lodging, and furnishings. Balance requirements for use of housing facilities, between FH, UPH and Army lodging and local community support housing during mobilization. Divert facilities as necessary to achieve balance.

Section IV

Preparation of Housing Appendix

17-10. Administrative requirements and instructions

Each mobilization station will prepare a housing plan to support mobilization. Based on the mobilization mission assigned, the installation should prepare a housing appendix to the engineer annex of its mobilization plan. The housing appendix should address the following in defining housing requirements and describing actions for their resolution:

a. Mobilization mission.

b. Mobilization tables of distribution and allowances.

c. Number of personnel to be housed during mobilization.

- d. Unaccompanied personnel housing requirements.
- e. Medical holdover housing requirements (see para 3–29h).
- f. FH requirements.
- g. Army lodging requirements.
- h. Plan to balance the requirements for all types of housing—AFH, UPH, and Army lodging—including a plan to divert facilities necessary to achieve balance.
- i. Relocation assistance plan.
- j. Nonindustrial facilities plan.

17–11. Other special requirements

The housing appendix must ensure that each mobilization station can carry out the following installation responsibilities:

- a. Support mobilization and repatriation housing to soldiers.
- b. Provide representation to the Installation Family Assistance Team for housing issues.
- c. Support repatriation operations at a port of debarkation (POD) through the Joint Service Processing Support Team in the following areas:
 - (1) Provide temporary lodging at the POD.
 - (2) Provide installation housing availability data.
 - (3) Provide information about housing availability from other sources (FEMA, HUD, State emergency operation centers, excess housing reports from other DOD installations, NIF, and so forth).
 - (4) Coordinate with the USACE district or division engineer for real estate or lease agreements.
 - (5) Notify the responsible DOD installation of evacuees who are—
 - (a) Programmed to occupy Government housing at their location.
 - (b) Scheduled to occupy private sector housing within a 30-mile radius (or a 1-hour commute) of their installation.
 - (6) Provide FH data to STARC for repatriates processed into their areas of responsibility.
 - d. In OCONUS areas, consideration must be given to problems unique to OCONUS. Such problems include but are not limited to—
 - (1) The installation's Noncombatant Evacuation Operations Plan and its effect on housing operations.
 - (2) Coordination with host nation forces for turnover and/or release of facilities.
 - (3) Provision for using local commercial facilities for such tasks as transporting and storing furnishings and equipment.
 - (4) Provision for using local national employees on an emergency overtime basis.
- e. Housing managers at mobilization stations should ensure that the housing appendix of the mobilization plan encompasses all of the housing areas of responsibility, and that major requirements are properly coordinated with other staff agencies. A partial listing of responsible staff agencies is provided below.
 - (1) Director of Plans, Training and Mobilization — mobilization mission.
 - (2) Director of Personnel and Community Activities — personnel policy.
 - (3) OPLOC/FAO—pay and allowances.
 - (4) DPW— leased housing contracts, NIF program, utilization of housing assets, assignment of real property, and furniture and furnishings.
 - (5) ACS— community family support services.
 - (6) Director of Logistics — tents, cots, rapidly erectable light mobilization structures, and so forth.

17–12. Nonindustrial facility for mobilization

a. AR 500–10 outlines DA policy for using NIF for mobilization. The purpose of the program is to assure that existing NIF not under the control of the DOD will be available for military preparedness purposes in the event of mobilization. The program will reduce the DA requirements for new construction to the greatest extent practicable and provide facilities in a minimum period of time in the event of military mobilization.

b. Each Army installation will determine its mobilization requirements for NIF not under Army control needed to support military force levels. Garrison commanders will make application for predesignation of NIF in accordance with AR 500–10.

17–13. List of participating agencies

Update the installation RPMP to list agencies (address, telephone number, point-of-contact) that support the mobilization housing effort. Support agencies will include the regional office of DHHS, the State emergency coordination office, HUD regional office, adjacent DOD installations, FEMA regional offices and the STARC. A list of support agencies for repatriation could, similarly, be included in the Installation Support Book.

Appendix A References

Section I

Required Publications

Except as otherwise noted below, publications are available at the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil/>) for Army documents and the OSD Web site (<http://www.dtic.mil/whs/directives>) for DOD documents.

AR 5–20

Competitive Sourcing Program. (Cited in paras 1–21, 9–8, and 9–38.)

AR 15–6

Procedures for Investigating Officers and Boards of Officers. (Cited in paras 6–13 and 8–6.)

AR 25–1

Army Knowledge Management and Information Technology. (Cited in paras 7–15 and 7–38.)

AR 27–40

Litigation. (Cited in para 3–23.)

AR 37–49

Budget, Funding, and Reimbursement for Base Operations Support of Army Activities (Cited in paras 2–16 and 9–6.)

AR 215–1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in paras 1–16, 2–3, 3–32, and 15–6.)

AR 405–90

Disposal of Real Estate. (Cited in paras 2–18, 5–9, 5–16, 10–5, and 11–4.)

AR 415–15

Army Military Construction Program Development and Execution (Cited in para 2–15 and app B, and paras 10–6, 10–7, and 10–14.)

AR 420–10

Management of Installation Directorates of Public Works. (Cited in para 2–15 and app B, and paras 7–5, 7–6, 7–21, 7–34, 10–6, 10–14, and 14–16.)

AR 420–70

Buildings and Structures. (Cited in paras 7–7, 7–9, 7–19, 7–35, and 9–37.)

AR 420–90

Fire and Emergency Services. (Cited in paras 7–10, 7–11, and 7–27.)

AR 600–20

Army Command Policy. (Cited in para 3–21.)

AR 600–63

Army Health Promotion. (Cited in paras 4–3 and 4–4.)

AR 614–100

Officer Assignment Policies, Details, and Transfers. (Cited in para 3–21.)

AR 614–200

Enlisted Assignments and Utilization Management. (Cited in para 3–21.)

AR 710–2

Supply Policy Below the National Level. (Cited in para 9–9.)

AR 735-5

Policies and Procedures for Property Accountability (Cited in paras 7-35 and 8-8 and app G and para 9-12.)

AFARS

Army Federal Acquisition Regulation Supplement. (Cited in para 9-8.) (Available at <http://farsite.hill.af.mil/VFAFAR1.HTM>.)

CTA 50-909

Field and Garrison Furnishings and Equipment. (Cited in paras 9-1, 9-4, 9-9, 9-18, 9-21, 9-25, 9-35, 9-36, 13-13, 13-14, and 13-21.)

CTA 50-970

Expendable/Durable Items (Except Medical, Class V, Repair Parts & Heraldic Items). (Cited in paras 9-1, 9-4, 9-9, 9-35, and 9-36.)

DA Pam 210-6

Economic Analysis of Army Housing Alternatives-Concepts, Guidelines and Formats. (Cited in para 14-13.)

DA Pam 415-3

Economic Analysis: Description and Methods. (Cited in para 14-15.)

DA Pam 415-28

Guide to Army Real Property Category Codes. (Cited in para 5-4.)

DA Pam 420-11

Project Definition and Work Classification. (Cited in paras 7-6 and 10-11.)

DFARS

Defense FAR Supplement. (Cited in para 9-8.) (Available at <http://www.acq.osd.mil/dpap/dars/dfars/index.htm>.)

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation. (Cited in para 15-13.) (Available at <http://www.asafm.army.mil/pubs/dfas.asp>.)

DFAS-IN Manual 37-100-**

Army Management Structure. (This document is issued annually. The ** refer to the FY of budget execution to which the document pertains.) (Cited in paras 2-4, 2-20, 4-10, 9-6, 13-33, and 16-7.) (Available at <http://www.asafm.army.mil>)

DOD 4165.63-M

DOD Housing Management. (Cited in para 16-8d.) (Available at <http://www.dtic.mil/whs/directives/corres/pub1.html>.)

FAR

Federal Acquisition Regulations. (Cited in paras 9-7, 9-8, and 9-9.) (Available at <http://www.arnet.gov/far>.)

JFTR

Joint Federal Travel Regulations, Volume 1, Uniformed Service Members. (Cited in paras 1-18, 3-10, 6-4, 9-20, 9-21, and 9-22.) Available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.)

OMB Circular A-45

Rental and Construction of Government Quarters. (Cited in paras 3-20 and 4-3 and table 4-1, and paras 15-4, 15-5, and 15-12 and app I.) (Available at <http://www.whitehouse.gov/omb/circulars>.)

OMB Circular A-94

Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs. (Cited in para 9-30.) (Available at <http://www.whitehouse.gov/omb/circulars>.)

Section II**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication. Note: Except as noted below, Army publications are available online from the APD Web site <http://>

www.apd.army.mil/. DOD publications are also available online from OSD's Washington Headquarters Services Web site (www.dtic.mil/whs/directives).

AR 1-1

Planning, Programming, Budgeting, and Execution System

AR 5-10

Stationing

AR 11-2

Management Control

AR 11-27

Army Energy Program

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 27-20

Claims

AR 37-7

Funding for First and Second Destination Transportation Under the Appropriation Operation and Maintenance, Army

AR 55-71

Transportation of Personal Property and Related Services

AR 190-24

Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations

AR 200-1

Environmental Protection and Enhancement

AR 200-2

Environmental Effects of Army Actions

AR 200-4

Cultural Resources Management

AR 210-7

Commercial Solicitation on Army Installations

AR 210-20

Real Property Master Planning for Army Installations

AR 340-21

The Army Privacy Program

AR 385-10

Army Safety Program

AR 405-10

Acquisition of Real Property and Interests Therein

AR 405-45

Real Property Inventory Management

AR 415-16

Army Facilities Component System

AR 415-19

Nonappropriated-Funded Construction Project Development and Approval

AR 420-18

Facilities Engineering Materials, Equipment, and Relocatable Building Management

AR 500-5

Army Mobilization

AR 500-10

Nonindustrial Facilities for Mobilization

AR 550-51

International Agreement

AR 600-4

Remission or Cancellation of Indebtedness for Enlisted Members

AR 600-8-1

Army Casualty Operations/Assistance/Insurance

AR 600-8-10

Leaves and Passes

AR 608-1

Army Community Service Center

AR 608-10

Child Development Services

AR 608-75

Exceptional Family Member Program

AR 614-30

Overseas Service

AR 930-5

American National Red Cross Service Program and Army Utilization

DA Pam 210-2

Handbook for Family Housing Occupants

DA Pam 210-8

Housing Utilization Management

DA Pam 360-611

Renting in the Civilian Community

DA Pam 415-15

Army Military Construction Program Development and Execution

DA Pam 600-41

Military Personnel Managers Mobilization Handbook

DOD 7000.14-R

Department of Defense Financial Management Regulation. (Vol 2B: Budget Formulation and Presentation (chapters 4-19); Vol 3: Budget Execution-Availability and Use of Budgetary Resources; Vol 7A: Military Pay Policy and Procedures Active Duty and Reserve Pay; Vol 13: Nonappropriated Funds Policy and Procedure; and Vol 15: Security Assistance Policy and Procedures.)

DODD 1100.12

Authority for Establishing Special Command Positions

DODI 1100.16

Equal Opportunity in Off-Base Housing

DODI 4000.19

Interservice and Intragovernmental Support

GFOQ

GFOQ Manager's Guide (Available at HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.)

GFOQ

GFOQ Resident's Guide (Available at HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.)

GPO

GPO Stock Number 024-005-01003-3 Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. (Available at the U.S. Government Printing Office, Washington, DC 20402-0001.)

Guide

U.S. Army Family Housing Planning Guide: Whole Neighborhood Revitalization Program (Available from HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.)

Handbook

Support Agreement Handbook (Available on the OACSIM Web site at (<http://www.hqda.army.mil/acsim/sans.htm>))

Manual

Interior Design Manual for Single Soldier Housing (Available from HQDA, ACSIM, ATTN: DAIM-FDH, 600 Army Pentagon, Washington, DC 20310-0600.)

PL 90-284

Fair Housing Act of 1968 (11 April 1968, 82 Stat 81). Can be found in U.S. statutes at large, which are permanently bound volumes of laws not available in electronic media. Available from the Superintendent of Documents or at any Federal Depository Library (library locations are identified at <http://www.gpoaccess.gov/libraries.html>).

PL 100-430

Fair Housing Amendments Act of 1988 (13 September 1988, 102 Stat 1636). Can be found in United States Statutes at Large, which are permanently bound volumes of laws not available in electronic media. Available from the Superintendent of Documents or any Federal Depository Library (library locations are identified at <http://www.gpoaccess.gov/libraries.html>).

TI 800-01

Technical Instructions, Design Criteria (This publication is available from the USACE Web site <http://www.hnd.usace.army.mil/techinfo/ti.htm>.)

TM 5-301 series

Army Facility Component System Planning

TM 5-304

Army Facilities Component System User Guide

UFC 4-711-02A

Unified Facilities Criteria, Design: Family Housing (Available at <http://www.hnd.usace.army.mil/techninfo/UFC/UFC4-711-02A/UFC4-02A.pdf>.)

UFC 4-721-01A

Unified Facilities Criteria, Design: Barracks Upgrade Program (Available at <http://www.hnd.usace.army.mil/techninfo/UFC/UFC4-721-01A/UFC4-01A.pdf>.)

24 CFR 35

Lead-based Paint Poisoning Prevention in Certain Residential Structures (Available at the GPO Web site http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr35_04.html.)

36 CFR 800

Protection of Historic Properties (Available at the GPO Web site http://www.access.gpo.gov/nara/cfr/waisidx_04/36cfr800_04.html.)

40 CFR 745

Lead-based Paint Poisoning Prevention in Certain Residential Structures (Available at the GPO Web site http://www.access.gpo.gov/nara/cfr/waisidx_04/40cfr745_04.html.)

5 USC 5536

Extra pay for extra services prohibited (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+5USC5536.)

5 USC 5911

Quarters and facilities; employees in the United States (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+5USC5911.)

5 USC 5912

Quarters in government owned or rented buildings; employees in foreign countries (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+5USC5912.)

5 USC 5923

Quarters allowance (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+5USC5923.)

5 USC 5942

Allowance based on duty at remote worksites (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+5USC5942.)

10 USC

Armed Forces (Available at the GPO Web site <http://www.access.gpo.gov/uscode/title10/title10.html>.)

10 USC 2396

Advances for payments for compliance with foreign laws, rent in foreign countries, tuition, public utility services, and pay and supplies of armed forces of friendly foreign countries (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+10USC2396.)

10 USC 2662

Real property transactions: reports to congressional committees (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+10USC2662.)

10 USC 2805

Unspecified minor construction (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+10USC2805.)

10 USC 2823

Determination of availability of suitable alternative housing for acquisition in lieu of construction of new family housing (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+10USC2823.)

10 USC 2826

Military family housing: local comparability of room patterns and floor areas (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2826.)

10 USC 2828

Leasing of military family housing (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2828.)

10 USC 2830

Occupancy of substandard family housing units (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2830.)

10 USC 2831

Military family housing management account (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2831.)

10 USC 2835

Long-term leasing of military family housing to be constructed (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2835.)

10 USC 2836

Military housing rental guarantee program (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2836.)

10 USC 2871

Definitions (regarding alternative authority for acquisition and improvement of military housing) (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2871.)

10 USC 2881

Ancillary supporting facilities (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2881.)

15 USC 2686

Lead hazard information pamphlet (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+10USC2686.)

18 USC

Crimes and Criminal Procedure (Available at the GPO Web site <http://www.access.gpo.gov/uscode/title18/title18.html>.)

29 USC

Labor (Available at the GPO Web site <http://www.access.gpo.gov/uscode/title29/title29.html>.)

31 USC

Money and Finance (Available at the GPO Web site <http://www.access.gpo.gov/uscode/title31/title31.html>.)

37 USC 401

Definitions (regarding dependents) (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+37USC401.)

37 USC 403

Basic allowance for housing (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+37USC403.)

37 USC 403(b) (3)

Basic allowance for housing inside the United States (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+37USC403.)

37 USC 403(h)

Rental of Public Quarters (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+37USC403.)

37 USC 403(k)

Administration (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+37USC403.)

37 USC 403(l) (1)

Temporary Continuation of Allowance for Dependents of Members Dying on Active Duty (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+37USC403.)

37 USC 403(l) (2)

Temporary Continuation of Allowance for Dependents of Members Dying on Active Duty (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+37USC403.)

37 USC 407(f)

Partial Dislocation Allowance (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+37USC407.)

37 USC 551

Definitions (regarding “missing person”) (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+37USC551.)

42 USC 3601

Declaration of policy (regarding fair housing) (Available at the GPO Web site http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid+Cite:+42USC3601.)

Section III**Prescribed Forms**

Except where otherwise indicated, the following DA forms are available on the APD Web site at (<http://www.apd.army.mil/>) and the following DD Forms are available on the OSD Web site (<http://www.dior.whs.mil/>).

DA Form 4939

General/Flag Officer’s Quarters Quarterly Expenditure Report. (Prescribed in para 13–40, 16–7.)

DD Form 1746

Application for Assignment to Housing. (Prescribed in paras 3–10, 16–4.)

DD Form 1747

Status of Housing Availability. (Prescribed in paras 3–10, 5–21, 16–5.)

DD Form 2643

High Cost Foreign Lease. (Prescribed in para 11–6, 16–8.)

Section IV**Referenced Forms**

The following DA Forms are available on the APD Web site (<http://www.apd.army.mil/>) and the DD Forms are available on the OSD Web site (www.dior.whs.mil/).

DA Form 11–2–R

Management Control Evaluation Certification Statement

DA Form 31

Request and Authority for Leave

DA Form 137–2

Installation Clearance Record

DA Form 337

Request for Approval of Disposal of Buildings and Improvements

DA Form 373–R

Lease of Trailer Site

DA Form 1687

Notice of Delegation of Authority–Receipt for Supplies.

DA Form 2062

Hand Receipt/Annex Number

DA Form 4187

Personnel Action

DD Form 448

Military Interdepartmental Purchase Request

DD Form 448–2

Acceptance of MIPR

DD Form 1144

Support Agreement

DD Form 1391

FY __ Military Construction Project Data

DD Form 1523

Military Family Housing Justification.

DD Form 2367

Individual Overseas Housing Allowance (OHA) Report

ENG Form 3086–E

Current Working Estimates for Budget Purposes (Available at <http://www.usace.army.mil/inet/usace-docs/forms/ep253-1.htm>.) (Available on the ENG Form 3086 Module of the DD Form 1391 Processor System in the Program Administration and Education Automated System.)

HUD Form 903

Housing Discrimination Complaint (Available at www.hud.gov/complaints/housediscrim.dtm.)

Appendix B**Dollar Limitations and Approval Authorities****B–1. Family Housing**

Dollar limitations and approval authorities for FH are summarized in table B–1. These limitations are based on obligations of funds.

B–2. UPH(PP)

AR 415–15 and AR 420–10, respectively, set forth the cost limitations and approval authorities for MCA and OMA funded facilities such as UPH(PP).

**Table B-1
Dollar limitations and approval authorities**

Level of Command/ Agency	New Construction (BP 10000000)	Improvements (BP 60000000)	Maintenance & Repair (BP 192000)	Incidental Improvement (BP 192000)	Operation & Maintenance (BP 192000)
Congress	<p>Authorize and appropriate.</p> <p>Approves all individual projects. Approves reprogramming for projects when revised estimate exceeds 125 percent of program amount (PA) or \$2M, whichever is less. Approves architect and/or engineer designs which exceed \$1M.</p>	<p>Authorize and appropriate.</p> <p>Approves projects requested when cost (adjusted by area cost factor) exceeds \$50K per DU. Approves reprogramming when revised estimate exceeds \$50K per DU and any project whose revised estimate exceeds PA by 125 percent or \$2M, whichever is less.</p>	<p>Authorize and appropriate.</p> <p>GFOQ: Approves total M&R (including incidental improvements) estimated to exceed \$35K per DU per FY.</p> <p>Per Project: Above \$7.5M.</p>	<p>Authorize and appropriate.</p>	<p>Authorize and appropriate.</p>
OSD	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.	Apportionment/ Program Authorization.
HQDA	<p>Reprogram internally (within authorization and appropriation) projects with revised estimate up to 125 percent or \$2M above the approved amount, whichever is less.</p>	<p>Per DU: Less than \$50K (adjusted by area cost factor).</p> <p>Per Project: Reprogram internally (within annual appropriation and authorization) projects up to 125 percent or \$2M, whichever is less, where individual DU costs do not exceed \$50K (adjusted by area cost factor). Notifies Congress semiannually of changes from congressionally-approved project list.</p>	<p>Per DU: \$20K or more for a single major M&R project per DU.</p> <p>GFOQ: M&R estimated to exceed \$20K per DU per FY.</p> <p>Non-GFOQ: M&R estimated to exceed \$20K per DU per FY.</p> <p>Per Project: \$1M or more, not to exceed 50 percent of DU replacement cost.</p>	<p>Per DU: \$3K or more per DU per FY; over \$20K per FY when work supports requirements for physically handicapped.</p> <p>Per Project: Delegated.</p>	<p>GFOQ only: Approves total combined O&M estimated at \$60K or more per DU per FY where the M&R component is less than \$35K.</p>
HQIMA	None.	None.	<p>Per DU (Delegated to installation):</p> <p>GFOQ: \$20K for a single major M&R project per DU.</p> <p>Non-GFOQ: Less than \$20K for major M&R (including incidental improvements) per FY.</p> <p>Per Project: Less than \$1M, not to exceed 50 percent of DU replacement cost.</p>	<p>Per DU (Delegated to installation): Less than \$3K per FY; less than \$20K per FY when work supports requirements for physically handicapped.</p> <p>Per Project: Less than \$750K per FY or \$1.5M for health, life, or safety threatening requirements.</p>	<p>GFOQ only (Delegated to IMA Region): Approves total combined O&M estimated at less than \$60K per DU per FY where the M&R component is less than \$35.</p>
IMA Region	None.	None.	As delegated by higher HQ.	As delegated by higher HQ.	As delegated by higher HQ. (See HQIMA above.)

**Table B-1
Dollar limitations and approval authorities—Continued**

Level of Command/ Agency	New Construction (BP 10000000)	Improvements (BP 60000000)	Maintenance & Repair (BP 192000)	Incidental Improvement (BP 192000)	Operation & Maintenance (BP 192000)
Installation	None.	None.	As delegated by higher HQ. (See HQIMA above.)	As delegated by higher HQ. (See HQIMA above.)	GFOQ only: Approves total combined O&M estimated at less than \$35K per DU per FY where the M&R component is less than \$25K.

Notes:

¹ *Statutory Limitations.*

^a *New Construction (BP 10000000).* Cost limit is approved by individual project in public law of FY.

^b *Improvements (BP 60000000).* Cost limit is \$50K per DU (\$60K to support the EFMP) as adjusted by area cost factor except as otherwise approved by individual project in public law of FY. Cost per DU includes proportional costs of ORP serving the DU. The cost limit includes concurrent M&R and incidental improvements. The cost limit is effective only during execution of the project and is not limited by FY. This limit does not apply to repair or restoration of DU damaged by fire, flood, or other disaster.

^c *Maintenance and Repair of GFOQ (BP 192000).* Total M&R (including incidental improvements) estimated to exceed \$35K (absolute) per DU per FY must be included in the budget justification material for congressional review and approval. For purposes of this threshold, M&R costs include work done outside the 5-foot building line (grounds maintenance, utility lines, driveways, sidewalks, and so forth, and design costs). Increases for change of occupancy will not exceed \$5K or 25 percent, whichever is less, above the congressionally-approved limit. Out-of-cycle requests to execute work will not be submitted to Congress unless they are for bona fide emergencies. They must be submitted to Congress over the signature of the Secretary of the Army.

^d *Incidental Improvements (BP 192000).* Cost limit is \$750K per project or \$1.5M for health, life, or safety threatening requirements.

^e *Leasing (BP 194000).* Annual leasing costs per family DU are limited to \$12K (domestic) and \$20K (foreign). A small number of leases exceeding these limits is authorized to OSD who allocates them to the Military Services.

² *Administrative Limitations (Congressional).*

^a *Improvements to Foreign Source DU.* Three year limit for improvements and major M&R is \$35K (absolute) per DU, that is, does not allow for use of area cost factors. If costs are expected to exceed \$35K over a 3-year period, total funding should be requested in one year. Projects submitted to Congress must include a listing of improvement and major M&R expenditures that occurred during the 3 years prior to the submittal and planned expenditures for the 3 years following the submittal (for example, for an FY 05 budget submittal, report FY 02, 03,04, 06, 07, and 08). An improvement project(including concurrent M&R) which exceeds the \$35K limit and for which no justification was submitted to Congress requires congressional notification and a 21-day waiting period prior to contract award.

^b *Maintenance and Repair of Non-GFOQ.* Total M&R (including incidental improvements) estimated to exceed \$7.5M per project requires advance prior congressional notification.

³ *Administrative Limitations (HQDA).*

^a *Construction.* All construction projects for GFOQ will be included in the annual budget submittal to Congress. No construction projects will be done for GFOQ through reprogramming action.

^b *Damaged or Destroyed DU.* The restoration of damaged or destroyed DU will be funded with M&R funds in accordance with the following: less than \$20K approved at HQIMA level (as delegated); \$20K or more but less than 50 percent of replacement cost approved at HQDA level. Where restoration cost exceeds 50 percent of replacement cost, HQDA will determine whether repairs will be funded with M&R funds or with construction funds. Except for GFOQ, the FY M&R limitations per DU do not apply to repair or restoration of DU damaged by fire, flood, or other disaster.

^c *Operation and Maintenance of GFOQ.* Total O&M estimated to equal or exceed \$60K (absolute) per DU per FY, where the M&R component is less than \$35K, must be approved by ASA(I&E).

Appendix C Priority System for Service Order Maintenance

C-1. Requirement

All installations will establish and publicize a formal priority system for the accomplishment of minor maintenance. This system should enhance communication and understanding between the customer and both the DPW and the housing manager and, simultaneously, ensure responsive, efficient accomplishment of high priority work. The system will be established regardless of the type of workforce employed (contract or in-house) and will address the maintenance of non-housing facilities as well as FH, UPH(PP), and Army lodging facilities. (A separate policy may be developed for each fund type.) The priority policy will be developed at installation level to ensure that local factors such as contractual agreements, unique supply response times, travel distances, and coordination with similar policies at nearby installations are considered.

C-2. Policy content

a. To ensure soldiers some degree of continuity as they relocate from one installation to another, the policy will incorporate, as a minimum, the following features:

- (1) Location and telephone number of office accepting SO requests.
 - (2) Three major categories of priority service—emergency, urgent, and routine—as described in figure C-1. Appropriate consideration will be given to the needs of EFMP enrollees.
 - (3) Target time limits in hours or days for response to SO in each category.
 - (4) Target time limits in working days for completion of SO in each category.
 - (5) Be documented in written form and disseminated to all appropriate units and/or individuals. Housing residents will receive a copy upon initial acceptance of their housing.
- b.* Other information recommended for inclusion in the policy is as follows:
- (1) Target response time for correction of unsatisfactory work accomplishment.
 - (2) Description, frequency, and scheduling of preventive maintenance work.
 - (3) Customer feedback procedures.
 - (4) Appointment procedures to include notification to the resident that failure to meet a scheduled appointment may result in a charge to them.
 - (5) A listing of typical work requests often received that are the responsibility of some office other than the DPW.

C-3. Sample policy statement

Figure C-1 is a sample priority policy which may be used as a general guide.

C-4. Responsibilities for a formal service order priority system

- a. Headquarters Department of the Army.* The ACSIM will—
- (1) Issue Army-wide policy on the establishment of a formal priority system for accomplishing real property SO type maintenance work.
 - (2) Monitor implementation of this policy during staff visits.
- b. Installation Management Agency region directors.* The IMA Region directors will—
- (1) Ensure implementation of this policy.
 - (2) Issue guidance for establishing this policy at installation level.
 - (3) Review and evaluate installation priority policies to ensure implementation in accord with HQIMA guidance.
 - (4) Monitor implementation of this policy during staff visits.
- c. Garrison commanders.* Garrison commanders will develop, promulgate, and implement a formal SO maintenance priority system for their installations.

SAMPLE WORK PRIORITY POLICY

1. Purpose. The purpose of this policy is to promote better understanding between the Directorate of Public Works (DPW)/housing manager and the customer by explaining detailed procedures and priorities for DPW accomplishment of minor maintenance work.

2. Application. In general, this policy applies to small-scale maintenance and repair work accomplished on Government-owned/leased facilities and equipment. This type work is generally referred to as a service order (SO) and is limited to a total of 40 manhours of labor.

3. Service Order Initiation. SOs may be initiated by calling or visiting our work reception desk at Bldg. No. 1401, telephone 828-3028, during normal duty hours or Bldg. No. 210, telephone 828-3016, during non-duty hours.

4. Service Order Priorities. Appropriate consideration will be afforded the maintenance and repair requirements of persons enrolled in the EFMP. Service orders will be accomplished based upon the following priority system:

a. Emergency. Emergency work takes priority over all other work and requires immediate action, including overtime or diverting craftsmen from other jobs, if necessary, to cover the emergency. Usually work will be classified as emergency when it consists of correcting failures/problems which constitute an immediate danger to life, health, mission, security or property. Examples include—overflowing drains, broken water or steam pipes, gas leaks, major utilities service failures, broken electrical components which may cause fire or shock, stopped up commodes (when only one available for use) and accidental lock-ins of small children. Normal response time to emergency work is within one hour. Once started, work will continue until completed.

b. Urgent. Urgent work is required to correct a condition which could become an emergency, could seriously affect morale or has command emphasis. Examples include heating and warm water supply outages, air-conditioning system failures, or functional failure of ranges and refrigerators. As a general rule, we will make every effort to accomplish all urgent work within at least 2 working days of receipt of the request. However, actual response times for urgent work may vary from 2 hours to 5 calendar days depending upon availability of craftsmen, relative urgency and time of request (that is, weekend, night time, duty hours, and so forth). Once started, urgent work will continue until completed. Some common urgent type service orders and our target times for response to them are as follows:

- (1) Heating outage—midwinter—2 hours
- (2) Lock-in/lock-out due to defective lock (not due to negligence)—3 hours
- (3) Complete water supply outage to a housing unit or barracks—2 hours
- (4) Inoperable commercial freezer—3 hours
- (5) Inoperable domestic refrigerator—16 hours
- (6) Inoperable domestic range—24 hours

Figure C-1. Sample work priority policy

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- (7) Inoperable commercial range/oven—3 hours
 - (8) Warm water supply outage to a housing unit or barracks—8 hours
 - (9) Air-conditioning outage (domestic)—midsummer—36 hours
 - (10) Inoperable commode where other operable commodes exist—5 days
 - (11) Broken or defective windows/doors that compromise security—2 days

c. Routine. Routine work does not meet the category of emergency or urgent. This category covers required work which, if not accomplished, would only continue an inconvenience or unsightly condition. Work in this category will normally be accomplished on a first-come first-served basis. Every effort will be made to respond to and complete routine SOs within 30 days. As an exception, however, minor SOs requiring less than approximately 4 manhours which cannot be logically deferred until the next preventive maintenance (PM) visit (see para 6 below) and pertain to housing, dining, barracks, or operational facilities, will be accomplished within 5 working days whenever possible.

5. Unsatisfactory Work Accomplishment. SOs that have been unsatisfactorily completed shall be redone correctly within 5 days of notification of the requirement.

6. Preventive Maintenance. PM is the systematic care, servicing and inspection of equipment, utility systems, buildings and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor maintenance. A PM team will visit your facility/housing every 90 days to perform PM work. During the PM visit the team may also accomplish very minor SOs previously requested. You will be advised of the exact date of a PM visit through publication in the daily bulletin. In addition, housing residents will be advised of PM visits through information fliers. Should the scheduled PM visit pose difficulties, call telephone 828-3203 and other arrangements can be made. Any work identified by the PM team as a deficiency but beyond its capability will be reported by the PM team to the DPW work reception office for accomplishment.

7. Work Evaluation. The DPW reviews the performance of service order work accomplished through random sampling techniques. In addition, customers are encouraged to contact our quality assurance branch at telephone 828-3858 to express their satisfaction/dissatisfaction with work accomplished. Housing residents will receive a questionnaire to answer voluntarily every time they are visited for SO or PM work. A franked, DPW addressed envelope accompanies the questionnaire to allow for easy return mailing.

8. Appointment Procedures (housing residents only). Normally, visits to accomplish service order work (excluding emergencies and "very" urgent SOs) will be prearranged with the requestor. Prearrangement will be limited to half day timeframes, that is, 0800-1200 or 1200-1600. Failure by a resident to meet a scheduled appointment may result in a charge to them.

9. Non-DPW Work. The DPW frequently receives requests to accomplish work outside its responsibility. The following is a list of the most common requests received of this type:

Figure C-1. Sample work priority policy—Continued

<u>Request</u>	<u>Responsible Office</u>	<u>Phone</u>
Cut vehicle keys	Directorate of Logistics	828-3759
Repair furniture (excludes housing)	Directorate of Logistics	828-2684
Telephone repair	Directorate of Information Management	828-1580
TV Antenna/cable/reception problem	Directorate of Information Management	828-3229
Personal name signs	Directorate of Contracting	828-4455
Abandoned car removal	Provost Marshall Office	828-4085

10. Questions or comments regarding any aspect of this policy should be called into phone 828-3142

Note: Response times/timeframes in this sample policy, though considered a reasonable point of departure, are for demonstration purposes only, and may be modified/expanded/deleted by individual installations as logic and the situation dictates. Above all, response time/timeframes determined should be reliable. Garrison commander approval of the installation priority policy is recommended.

Figure C-1. Sample work priority policy—Continued

Appendix D Self-Help Tasks for Family Housing Residents

D-1. Necessity for self-help

A well run and command supported self-help program in FH can accomplish tasks more quickly and save on limited M&R dollars. These saved dollars can then be used to fund other high priority M&R requirements.

D-2. Self-help tasks

Table D-1 contains a list of tasks which can and should be performed by FH residents. Circumstances may require that some of these tasks be performed by DPW personnel; however, this should be the exception and not the rule.

Table D-1
Family housing self-help task list

Functional Area	Task
Housekeeping	<ol style="list-style-type: none"> 1. Clean and polish wood furnishings and woodwork. 2. Clean upholstery, drapery, and window shades. 3. Clean floors, walls, ceilings, and windows. 4. Clean lighting fixtures (wash globes and lens covers, clean out bugs). 5. Clean small appliances. 6. Clean and defrost refrigerator. 7. Clean electric range (keep free of grease and food drippings). 8. Clean gas range. 9. Clean and unjam garbage disposal. 10. Clean exterior of dishwasher.

Table D-1
Family housing self-help task list—Continued

Functional Area	Task
Carpentry	<ol style="list-style-type: none"> 1. Minor repair of wood fences and exterior storage (repair damaged rails, shore up loose posts, lift sagging gates). 2. Reset finishing nails. 3. Refasten coathooks, clothes poles, closet shelves. 4. Tighten/replace builders hardware. 5. Lubricate locks and hardware. 6. Replace door stops. 7. Replace caulking around doors and windows. 8. Repair small holes in door and window screens. 9. Remove/rehang, clean, and store door screens and window screens. 10. Repair/replace window shades and brackets. 11. Replace curtain rod and accessories. 12. Hang pictures and mirrors. 13. Replace clothesline. 14. Replace/adjust kitchen and bathroom hardware (install/tighten paper holders, soap dishes). 15. Adjust drawers (sand or lubricate sticking edges). 16. Patch small holes in wallboard or plaster. 17. Unjam windows (unstick windows due to dried paint or dirt). 18. Minor repair of government-furnished furniture (glue loose joints, tighten hardware). 19. Replace storm door closer and crash chain. 20. Repair screen doors. 21. Replace mail box. 22. Replace mechanical door chime. 23. Repair kitchen cabinets. 24. Replace house numbers.
Painting	Spot painting.
Electrical	<ol style="list-style-type: none"> 1. Replace broken globes. 2. Replace starters. 3. Replace blown fuses, reset tripped circuit breakers. 4. Replace cracked/broken switch plates and receptacle plates. 5. Replace ceiling fixture bulbs.
Plumbing	<ol style="list-style-type: none"> 1. Shut off critical valves, when necessary. 2. Unclog drains and toilets. 3. Repair leaky faucets; replace faucet handles. 4. Repair/replace shower heads. 5. Tighten/replace toilet seat. 6. Replace tank lid. 7. Correct running toilet (flush ball, float ball). 8. Adjust water level in toilet tank. 9. Replace lift wires. 10. Replace trip lever. 11. Replace lift wire guide. 12. Replace stopper and strainer. 13. Replace and clean faucet aerator. 14. Caulk around tub and tile. 15. Perform first aid for leaky pipes. 16. Dismantle trap under sink to unclog. 17. Install insulating blankets on hot water heater. 18. Bleed radiator.
Gas	<ol style="list-style-type: none"> 1. Identify and report suspected gas leaks. 2. Relight pilot lights. 3. Clean and replace air filters. 4. Maintain furnace area (keep area free of debris and clutter). 5. Lubricate heating equipment. 6. Clean/lubricate identified components of ventilation systems. 7. Remove radiator covers to clean convectors. 8. Conserve utilities. 9. Install/replace weatherstripping.
Appliances	<ol style="list-style-type: none"> 1. Clean/replace filters in kitchen exhaust. 2. Replace light bulbs in appliances.

Table D-1
Family housing self-help task list—Continued

Functional Area	Task
Grounds maintenance	<ol style="list-style-type: none"> 1. Water, mow, edge, seed, fertilize, and rake lawns. 2. Minor pruning of trees, shrubs and vines. 3. Clean and maintain yard. 4. Maintain splash blocks (keep in proper position under downspout). 5. Clean gutters and downspouts (when not hazardous). 6. Fill ruts and eroded areas.
Paved and stabilized areas	<ol style="list-style-type: none"> 1. Clean walks, patios, steps, and platforms. 2. Clean oil and grease from pavements. 3. Rake gravel. 4. Remove snow and ice.
Pest control	<ol style="list-style-type: none"> 1. Keep all food areas clean. 2. Keep trash containers clean and tightly covered. 3. Keep screens in good repair. 4. Store wool goods in moth proof containers. 5. Use mouse, roach, ant traps safely and properly. 6. Use authorized pesticides carefully and properly.
Trash and refuse disposal	<ol style="list-style-type: none"> 1. Place all refuse in refuse containers/separate recycleables. 2. Wrap all wet, odorous garbage. 3. Maintain cans, covers, and collection points. 4. Keep access to refuse containers clear.
Security	Install surface-mounted locks on doors and windows.
Fire protection	Replace batteries for smoke detectors, where applicable.
Miscellaneous	Move or store heavy articles.

Appendix E

Maintenance Standards for Family Housing

E-1. General

All FH real property assets including dwelling units, garages, carports, grounds, and other facilities identified on the Family Housing Property Account are to be maintained to a standard that prevents deterioration beyond that which results from normal wear and tear and which corrects deficiencies in a timely manner to ensure the full life expectancy of the facilities and their components. Special needs of EFMP enrollees will receive appropriate consideration. The level of maintenance shall ensure that all FH facilities are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities or would prevent any electrical, mechanical, plumbing, or structural system from functioning in accordance with its design. The quality of the work and the repaired areas shall be compatible with adjacent areas. Replacements shall match existing components in dimensions, materials, quality, finish, color, and design. During the performance and on completion of the work, debris shall not be allowed to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job or at the end of each day work is in progress. Upon completion of work any fingerprints, stains, or other unsightly marks shall be removed. Wherever the term “pleasing appearance” appears in subsequent paragraphs, it shall be construed to mean an appearance similar to the original finished appearance.

E-2. Structural exterior

The following standards apply to the exterior of FH facilities:

a. Exterior walls. Any wall exposed to the weather. All exterior walls shall be maintained in a structurally sound, weather tight condition, and in a good state of repair. The walls shall be free of noticeable pitting and corrosion, vegetation and animal life, deteriorated siding and trim, discoloration and graffiti, or other defects which would render an unsightly appearance to the exterior walls.

b. Roofing. All roofing, flashing, and gravel stops shall be maintained in a manner which preserves a weather tight

seal and prevents corrosion and abnormal deterioration of individual components. Missing pieces shall be replaced to retain the original whole condition of the roof system.

c. Gutters, downspouts, and splash blocks. Drains shall be maintained to function as originally designed to effectively channel run-off water away from the housing unit. Gutters and downspouts shall be maintained properly aligned and secured to the house with splash blocks correctly positioned to receive the impact of the drainage water. Gutters and downspouts shall be kept free of debris or any obstruction.

d. Overhangs. Overhangs will be maintained in an aesthetically pleasing state of repair with fasciae and soffits properly secured. Bird screens and vents shall be maintained intact and free of corrosion.

e. Windows, doors, screens, and shutters. Windows, doors, screens, and shutters will be maintained to operate smoothly and properly without binding, sticking, or other defects which would prevent their functioning in accordance with design. Exterior doors, windows, and shutters shall be maintained in a manner which preserves the weather tight seal with caulking, glazing, and weather stripping fully intact. New glass used for replacement work shall be the same thickness, type, and quality as the existing glass. Window screens and screen doors shall be maintained in good working order and free of torn fabric or frame defects to ensure that the screening function is effective. All hardware such as hinges, locks, strike plates, window operator mechanisms, door closers, springs, and so forth, shall be maintained free of corrosion or other defects which would prevent its operating as intended.

f. Miscellaneous roof structures. Chimneys, vent stacks, roof ventilators, or other items which pierce the roof shall be maintained to function as originally designed. Flashing shall be maintained to prevent leaking. All metal surfaces shall be maintained free of noticeable pitting and corrosion. Wind driven turbine ventilators shall be maintained free of corrosion or other defects which would prevent their operating as intended.

g. Window guards. Where required, window guards will be installed in a safe and structurally sound manner. Landlord approval is required for installation in leased housing.

h. Garage/carport. Concrete floors shall be maintained in such a way as to present a pleasing appearance and shall be in a usable and safe condition, free of cracked, spalled, or broken areas, or cracks which adversely affect the structural integrity of the floor.

E-3. Structural interior

The following standards pertain to the interior of FH facilities:

a. Interior walls. Interior walls will be maintained free of damage, deterioration, cracks, or defective materials. The aesthetic appearance will be free of noticeable discoloration or other defects which would render an unsightly appearance to the interior walls.

b. Concrete floors. Concrete floors will be maintained in such a way as to present a pleasing appearance and will be in a usable and safe condition, free of cracked, spalled, or broken areas, or cracks which adversely affect the structural integrity of the floor.

c. Subflooring. Subflooring and structural members will be maintained in a safe and usable manner. Deteriorated subflooring members will be repaired or replaced to retain the original whole condition of the floor.

d. Hardwood flooring. All hardwood floors will be maintained in an acceptable state of repair and with a smooth, glossy finish, free of damage, deterioration, or buckling.

e. Floor coverings. All tile floor coverings will be maintained free of cracks, chips, and torn or excessively worn material to provide floor coverings which are usable and pleasing in appearance. Wall-to-wall carpeting installed as a primary floor finish will be maintained in accord with local standards. Replacement will require an economic analysis that considers normal carpet cleaning methods.

f. Ceramic tile. All ceramic tile floors will be maintained free of loose, damaged, broken, missing, or cracked tiles and with joints properly sealed to provide the intended watertight surface.

g. Stairways. Stairway treads, risers, nosings, balustrades, handrails, and other structural members will be maintained in a state of repair which provides a safe and usable system and presents an aesthetically pleasing appearance.

h. Ceilings. All ceilings and framing members will be properly secured. The ceiling will be free of holes or cracks. Badly soiled, defaced or water damaged surfaces, or other defects which would render an unsightly appearance to the ceiling are to be repaired to restore surfaces to a good condition.

i. Venetian blinds and shades. All venetian blinds and shades will be maintained to operate smoothly and properly, and kept free of damaged slats, deteriorated tapes, cords, hardware, rails, or torn fabric.

j. Interior trim. All interior trim will be free of unsightly appearance. Surfaces will be smooth, free of chipped or peeling paint, exposed nails, warps, cracks, rot, or termite damage.

k. Built-in cabinetry. Cabinets, shelving, countertops, and similar items will be maintained in a fully usable condition and with a pleasing appearance. Missing or inoperative hardware will be replaced. The countertops shall be free of warped, marred, burned, or damaged areas.

l. House accessories. Accessories such as mail slots, doorstops, mechanical door bells, door knockers, paper holders, soap trays, tumbler holders, towel bars, shower curtain rods, toilet seats, medicine cabinets, venetian blind brackets,

curtain rod boards, closet pulley guides, house numbers, dryer vents, smoke detectors, and so forth, will be maintained free of defects and in a satisfactorily functioning condition.

E-4. Electrical

Preventive maintenance of the electrical equipment and distribution system within each unit begins with the weather-head or the building service entrance main distribution box. The electrical equipment, distribution panel, connections, grounds, outlets, switches, wiring, and lighting fixtures will be maintained in a safe and usable condition. Receptacles and breakers with ground fault sensors will be capable of properly detecting faults.

E-5. Plumbing

a. All plumbing systems and fixtures intrinsic to each housing unit and other housing real property facilities will be maintained in a good and safe operating condition and free of leaks and drips. Domestic water lines will be maintained from and including the service cutoff box. Waste and sewage lines will be maintained to the connection at the sanitary sewer main. Gas lines will be maintained up to the cut-off valve at the pressure regulator.

b. All sinks, tubs, toilets, basins, lavatories, showers, and so forth, will be maintained to operate properly, drain freely, and be free of chips, cracks, or excessive discoloration. All fixtures that cannot be repaired will be replaced with plumbing fixtures that are of equal quality and of the current state of the art. All replacement water closets will be water saver type that use approximately 1.6 gallons per flush. Defective shower heads will be replaced with a water saver shower head.

E-6. Heating, ventilation, and air conditioning systems

The required standard includes inspecting and maintaining HVAC systems in good operating condition. All materials and equipment furnished will be of the same grade, quality, and size as the original construction. All filters will be replaced at least twice each year, prior to A/C season. All filters will be of the size and type recommended by equipment manufacturers. Heating and A/C systems will provide room air temperature consistent with Government energy conservation guidelines.

E-7. Appliances and equipment

The maintenance, repair, or replacement of Government-owned household equipment and appliances are authorized by and subject to the restrictions, limitations, and approvals set forth in chapter 9 of this regulation. Appliances and equipment will be maintained in good operating condition and will have a pleasing appearance. Appliances and equipment which cannot be adjusted, repaired, or which have exceeded their usable life will be replaced.

E-8. Painting

Painting will include both the interior and exterior of the DUs. Touchup or partial painting on interior or exterior of units will be accomplished as required to properly maintain housing assets. All new work and repainted areas will be properly prepared and cleaned prior to paint application. Painted surfaces will be smooth, completely covered, and free of brush marks and runs. Generally, the painting cycle spans 3 years for the interior and 5 years for the exterior.

E-9. Grounds maintenance

The following standards have been established for the maintenance of grounds.

a. Improved areas. Grass will not be allowed to exceed 4 inches in height and will not be cut lower than 2 inches. After cutting, grass will have a uniform height throughout, free of grass clippings in windows, on walks, drives, concrete pads, outdoor athletic courts, baseball diamonds, or on any adjacent paved or otherwise finished surface. Grass areas close or next to buildings, playgrounds, hydrants, parking lots, manholes, fences, trees, hedges, and shrubs are included in the mowing operations. Trimming within the improved areas will be accomplished each time such an area is mowed. Trimming includes the cutting back of all grass until even with the edges of all curbs, sidewalks, driveways, walls, fences, guy wires, poles, tree trunks, foundations, garbage pads, or any other objects. After trimming, no grass will extend over any paved or similar surfaces, and there will be no evidence of clippings on any finished surfaces. Joints in all paved areas including streets will be maintained free of vegetation.

b. Semi-improved and unimproved areas. Grass will not be allowed to exceed 7 inches in height and will not be less than 2 inches in height. Areas containing buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles will have adjacent areas to such obstruction trimmed to the same general height as the open areas. Cuttings will not be allowed to build up to the extent of possible damage to the undergrowth.

c. Hedges and shrubs. Hedges and shrubs will be trimmed or pruned prior to attaining a new growth of 6 or more inches. After trimming or pruning, shrubs will not be left with square or flat tops but will be pruned to control the habit of growth. Wounds larger than 1 inch in diameter will be covered with an approved wound dressing. All clippings will be removed and disposed of at time of pruning or trimming operations or at the end of each day.

d. Weed and brush control. Measures will be undertaken to control excessive growth of weeds or fungi in improved and semi-improved areas. After weed control measures have been applied, no damage to surrounding areas or potential danger to human or animal life will be evident. Procedures and herbicides used are subject to existing local and Federal

regulations. All undesirable trees or bushes with a ball diameter of 12 inches or less and which are within the area to be mowed will be cut and cleared from the area. Trees and bushes, which have been planted for aesthetic reasons or soil conservation measures, will be maintained

e. Grasses and ground cover. Provisions will be made for routine fertilizing, seeding, liming, and top dressing as necessary to maintain improved grass areas with a thick, uniform growth and uniform green color. Should bare spots become evident, treatment to cure the cause will be undertaken and measures to start or substitute new growth be initiated. These measures will be continued until the new growth is thick and strong. Fertilizer suitable for the purpose will also be applied at routine intervals to the base of trees and shrubs and covered with a mulch of suitable material.

f. Irrigation. Grounds maintenance and care includes the periodic watering of grass areas, shrubs, trees, and other vegetation to maintain growth during hot, dry periods when the prevention of dying vegetation is necessary. Watering may also be required when assisting new growth or directly after fertilizing, liming, or seeding.

g. Leaf collection. Fallen leaves will be removed from all improved grassed or paved areas and shrubbery. Removal will be done at intervals which do not allow accumulation of leaves to the extent that the grassed areas underneath could become smothered or damaged. Disposal will be in designated areas or off Government property.

h. Plant disease and insect control. All infestations of diseases or insects in grassed areas, trees, or shrubbery will be treated by means of applying approved control measures. The control measures will stop the infestation with a minimal amount of damage to the infected area. Application of control measures will not cause damage to surrounding areas or create any danger to human or animal life. After the infestation is brought under control, steps will be taken to return any damaged vegetation to its condition prior to the infestation.

i. Policing of grounds. Policing of improved and semi-improved areas will be maintained to ensure the removal of debris such as paper, tree limbs and branches (deadfall), refuse, cans, bottles, and other trash prior to each mowing and routinely during the nongrowing season. Areas to be policed include grass, sidewalks, streets, parking lots, athletic fields, and all other areas within the housing complex.

j. Drainage systems. Drainage structures including swales, ditches, inlets, curb inlets, catch basins, manholes, junction boxes, grills, piping, culverts, and headwalls will be maintained free of debris, obstructions, brush, and weeds to provide a system that functions as originally designed and to effectively channel runoff water away from the housing area. Exposed areas will be maintained free of missing or damaged grills; curb inlets or manhole covers, spalled, broken, or cracked concrete surfaces; cracks or holes in asphalt surfaces; and erosion along swales and ditches.

k. Concrete surfaced areas. All concrete surfaced areas such as patios, sidewalks, garbage can pads, or any other areas not receiving vehicular traffic will be maintained in a structurally sound and safe condition and in a good state of repair, at the original alignment and elevation free of damage, spalls, and major cracks.

l. Playgrounds. Playgrounds and their equipment will be maintained in a clean, safe, and structurally sound condition. Cyclic preventive maintenance must be scheduled to include regular change of sandbox fills, painting, and lubrication of equipment.

E-10. Master/community antenna television

All antennae, cable, fittings, terminal outlets, amplifiers, and all other parts, components, and equipment necessary to provide TV reception of very high frequency and ultra-high frequency local broadcasts shall be maintained to provide good reception of color or black and white transmission.

Appendix F Maintenance Downtime Guidelines for Family Housing

F-1. Limiting downtime

The time during which DUs are out of service due to M&R must be kept to a minimum. This can be accomplished by proper scheduling of work and coordination between the assignment and/or termination function and the maintenance workforce (either in-house or contract). At locations where between occupancy M&R is accomplished by contract, limits must be established in the contract. Table F-1 provides guidelines for typical between occupancy M&R items. Exterior M&R tasks are not included in table F-1 since these tasks can be accomplished while the unit is occupied and should not be used to increase the downtime.

F-2. Downtime

The times in table F-1 are averages and the limits to be used at a specific installation in a M&R contract should be determined based on efficiency and overall savings to the Government. Time limits which are too low may require a contractor to work overtime at an increased cost to the Government. Limits which are too high and allow a contractor more time than necessary will increase Government BAH costs.

F-3. Liquidated damages

In conjunction with these time limits, a liquidated damages clause should also be included in the contract. This clause

should reflect the loss to the Government for contractor delays above the stated limits and include BAH costs, any additional temporary payments to the soldier while awaiting the housing, and additional costs of Government inspection.

F-4. Listing requirements

In any FH maintenance contract, each of the items (requirements) in table F-1 should be listed separately. This will allow these items to be accomplished individually or in combination with other items on a DU depending on the maintenance needs of that particular DU.

Table F-1
Maintenance downtime guidelines for family housing

Item	Reason for Delay	Average days of delay between occupancies (see notes 1 through 4)
1	Interior painting to include repair, prepare, prime, and paint walls, ceilings, cabinets, doors, windows and trim, including replacement of wall coverings. (a) DU less than 1,500 NSF/139.4 NSM (b) DU with 1,500 to 3,000 NSF/139.4 to 278.7 NSM (c) DU greater than 3,000 NSF/ 278.7 NSM	2.0 3.0 4.0
2	Replace a sink, lavatory, faucet, flush valve, or water closet.	0.5
3	Replace kitchen countertop.	1.0
4	Miscellaneous repair and replacement work.	1.0
5	Replace resilient flooring (tile and sheet vinyl). (a) DU less than 200 SF/18.6 SM to be retiled. (b) DU more than 200 SF/18.6 SM to be retiled.	1.0 2.0
6	Replace carpet and pad or steam clean carpet.	1.0
7	Replace a bathtub or shower receptor including ceramic tile.	3.0
8	Complete DU cleaning. (a) DU with less than 1,500 NSF/139.4 NSM (b) DU between 1,500 and 3,000 NSF/139.4 to 278.7 NSM (c) DU greater than 3,000 NSF/ 278.7 NSM	1.0 2.0 3.0
9	Repair, prepare and refinish wood floors, stair treads, risers, landings, banisters, and railings.	4.0

Notes:

¹ The amount of time shown for each item is an average and may vary at any installation. Factors which may affect the average times are climatic (more humid areas may require more time for paint and floor finish to dry); higher than normal turnover of DUs which would overextend the contractor's ability to meet the scheduled times (this should not be reflected in your schedule of times but should be negotiated separately if and when it occurs).

² Items 1 through 4 will be done concurrently. The time allowed for the combination of items will be the longest time for that item which has the largest time.

³ Items 5 through 8 may be done concurrently with any one or combination of items 1 through 8 providing there are no physical conflicts in performing the work. (For example: items 2, 3, and 6 could be done concurrently. The time allowed for all three would be 1.0 day.) Where there is a conflict, times for items in conflict will be added together to give the total time allowed. (For example, the combination of items 1b and 6 would give a total time of 4.0 days.)

⁴ Item 9 cannot be done concurrently with other work items.

Appendix G

Army Policy on Liability for Damage to Military Permanent Party Housing and Related Furnishings and Equipment

G-1. General

Under 10 USC 2775, as implemented in AR 735-5, a soldier is liable to the United States for damage to any assigned housing and related equipment or furnishings if the damage is caused by the soldier's abuse or negligence. The term "assigned housing " means both family and unaccompanied personnel housing.

G-2. Limitation

A soldier's liability under AR 735-5 for damage to assigned housing and related equipment and furnishings is limited to one month's basic pay unless the damage or loss was the result of the soldier's gross negligence or willful misconduct. For example, a soldier is grossly negligent if he is aware of specific risks posed by the reckless, wanton,

or deliberate conduct of family members or guests, and fails to exercise available opportunity to prevent or limit the damage. In the absence of evidence to the contrary, soldiers will be presumed to be on notice of risks attending the activities of those whom the soldier allows upon the premises.

G-3. Waiver of claim

The authority to waive, in whole or part, a claim under 10 USC 2775 has been delegated to those commanders who exercise final approval authority for Reports of Survey under AR 735-5. The dollar limitations on commander's final approval authority for Reports of Survey will also apply to that commander's authority to waive claims under 10 USC 2775. In the event that a waiver is denied, enlisted and officer personnel have the right to appeal that denial to the appellate authority. The appeal of a denied waiver under 10 USC 2775 will be made in the same manner as, and concurrently with, an appeal of a finding of liability under AR 735-5. In the event that such an appeal is denied, enlisted members have the additional right to request a remission of indebtedness under 10 USC 4837 and AR 600-4.

G-4. Acknowledgement of responsibilities and potential liability

Residents will be provided copies of the documents below, as appropriate, which they will acknowledge in writing. Refusal to sign does not relieve the resident of liability. Any such refusals will be documented and filed by the housing office.

a. For all permanent party housing residents a sample format for a liability notice which explains the policy is shown in Figure G-1.

b. For military FH residents only, a sample format for a "landlord/tenant" statement on conditions of occupancy is shown in Figure G-2.

Liability for Damage to Assigned Housing

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. This notice explains the rules which apply to family and permanent party unaccompanied personnel housing. You should read it carefully and keep a copy for your records.

a. First, you can be held pecuniarily liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing, that is, conducting an unauthorized business in the housing unit.

b. Second, the Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of family members or guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purpose of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.

I have read and understand the policy contained herein.

Name: Jonathan Q. Smith

Date: 6 November 2004

Housing assignment: 414-A Potomac Circle

Signature: /s/ Jonathan Q. Smith

Figure G-1. Sample format for liability notice

Conditions of Occupancy for Military Family Housing

OCCUPANCY

Jonathan Q. Smith is assigned to 414-A Potomac Circle to be occupied as military family housing of the United States on 6 November 2004.

RESIDENT USE

The residents will use the premises solely as a single-family residence for themselves and their family members. Use of the unit for any other purpose, including the shelter of any additional number of persons, except temporary guests, is prohibited without prior written consent of the housing representative.

GOOD REPAIR

Except as otherwise provided herein, the housing authority will maintain the property in good repair and habitable condition and will be responsible for all repairs not due to the abuse or negligence of the resident, their family members or guests during occupancy. Repairs or replacement of equipment provided due to normal wear and tear will also be at the expense of the housing authority.

CONDITION OF PROPERTY

The housing authority and the resident will inspect the property, and both parties shall agree that the property is in a fit and habitable condition, except for those damages or malfunctions itemized in writing on the pre-move-in inspection report. Copies of this report will be retained by the housing authority and resident. Any additional items noted by the resident must be submitted in writing and received by the housing authority within 15 days of occupancy. If additional items are not received by the housing authority within the 15-day period, the housing authority will consider the property to be in acceptable condition and suitable for occupancy.

LIABILITY

The above-named resident is liable to the United States for damage to assigned housing and related equipment or furnishings, due to the resident's abuse or neglect. Liability for such damage is limited to one month's base pay, unless the damage was the result of the resident's gross negligence or willful misconduct. For example, a Soldier is grossly negligent if he is aware of specific risks posed by the reckless, wanton, or deliberate conduct of family members, or guests, and fails to exercise available opportunities to prevent the damage. In the absence of evidence to the contrary, Soldiers will be presumed to be on notice of risks attending the activities of those whom the Soldier allows upon the premises.

INSURANCE

Private liability insurance is an option of the resident and should be considered as a safeguard against the potentially substantial liability described above.

Figure G-2. Sample format for conditions of occupancy for military family housing

PETS

Army housing and related equipment, and furnishings which are damaged by pets allowed on the premises by the resident will be repaired or replaced at the resident's expense. If pets are allowed on the premises, carpets will be cleaned at the termination of occupancy at the resident's expense.

PLUMBING AND APPLIANCES

The resident must keep the premises, including all plumbing fixtures, facilities, and appliances, as clean and safe as condition permits and will attempt to unclog and keep clear all waste pipes, drains and water closets where possible. At the termination of occupancy, all appliances and equipment must be in good working order and the premises must be in good clean condition, normal wear and tear excepted.

USE AND REPAIR OF FACILITIES

The residents will use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the residents, their family members, or guests beyond normal wear and tear will be repaired at the residents' expense.

DAMAGING PROPERTY

If the resident willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, replacement or repair will be at the resident's expense.

GENERAL MAINTENANCE

The residents will at their own expense: a) Keep up and preserve in good condition any lawn, vines, shrubbery, and gardens and keep all fences in good repair, normal wear and tear excepted; b) remove leaves, sticks, and other debris that accumulates on the property; c) promptly remove ice and snow as necessary or required; d) furnish their own light bulbs; e) replace or repair all broken or damaged glass, screens, flooring, wood plaster, drywall, and locks occurring during their occupancy, normal wear and tear excepted. Any repairs or replacements of property, equipment, or appliances required due to the abuse of negligence by acts of commission or omission of the residents, their family members, or guests, will be paid for by the resident. The consent of the housing manager must be obtained before the resident places any exceptionally heavy articles such as waterbeds, in the unit which may damage the unit's structural integrity.

NOTICE OF DEFECTS OR MALFUNCTIONS

The resident must promptly notify the housing office whenever the structure or the equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. If not such notice is given, the resident will be held liable for any resultant damage.

Figure G-2. Sample format for conditions of occupancy for military family housing—Continued

RESIDENT CONDUCT

Residents will conduct themselves in a manner that will not disturb their neighbors.

HEALTH AND SAFETY

The resident will comply with all health and safety regulations imposed by the local command.

SYSTEM OVERLOADS

The resident will not install or use any equipment that will overload any gas, water, heating, electrical, sewerage, drainage, or air conditioning systems of the assigned premises.

SMOKE DETECTORS

It is the responsibility of the resident to check smoke detectors periodically during occupancy and replace batteries, if appropriate, to keep the smoke detector in proper working condition. Any other malfunctions detected must be reported to the housing office.

REDECORATING AND ALTERATIONS

The resident will obtain written consent from the housing authority before redecorating or making any alterations, additions, or improvements. Such alterations will, at the option of the housing authority, remain with the property or be removed by the resident. When removing such alterations the premises must be returned to its original condition at the expense of the resident.

PERIODS OF ABSENCE

The resident must notify the housing office whenever extended absences from the housing unit is anticipated.

ACCESS TO PROPERTY BY THE HOUSING MANAGERS AND THEIR DULY DESIGNATED REPRESENTATIVES

Upon reasonable notice to the resident and at reasonable times, the Garrison Commander or duly designated representative may enter the premises in order to: a) inspect the property; b) make necessary repairs, alterations, or improvements; and c) supply necessary or agreed upon services. If the residents are not at home when the premises are to be entered, the housing representative will have (in decreasing order of preference) a representative from the resident's command or unit, a security officer, or a disinterested third party accompany him or her when entering the housing unit.

Figure G-2. Sample format for conditions of occupancy for military family housing—Continued

NEGLECT AND COSTS

If at any time the housing authority is required to make repairs to the property or its equipment for damages caused by the abuse or negligence of the resident or the resident's family members, or guests, the resident understands that the repairs will be made at the resident's expense.

Residents are liable to pay the total expense for any loss or damage to assigned housing or related equipment or furnishings which is due to their gross negligence or willful misconduct. As appropriate, the housing residents will be afforded the right to complete the necessary repairs either by outside contractor or on their own; however, work must meet Government inspection.

I HAVE READ, AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

Sponsor: /s/ Jonathan Q. Smith

Date: 6 Nov. 04

Spouse: /s/ Joanna E. Smith

Date: 6 Nov. 04

Housing Representative: /s/ Alan T. Moore

Date: 6 Nov. 04

Figure G-2. Sample format for conditions of occupancy for military family housing—Continued

Appendix H Special Allowances

H-1. General

The GFOQ occupied by incumbents of special command positions are identified in table 13-1. These GFOQ are authorized special allowances of furnishings relative to their entertainment responsibilities in behalf of the Army and the Government.

H-2. China, glassware, and silver

- a. The initial outfitting and replacement of china, crystal, and silver will consist of items in table H-1.
- b. The following patterns have been standardized:
 - (1) Tuxedo pattern by Lenox for china.
 - (2) Service plate with Army Seal (Mansfield No. 3828) by Lenox.
 - (3) Firelight patterns by Lenox for crystal.
 - (4) Falmouth patterns by International for flatware.
 - (5) Windsor pattern by International for flatware serving pieces.
- c. All other authorized items should be selected from open stock manufactured in the United States and procured locally.

H-3. Table linen

An allowance list is not established for table linen. However, representative kinds of items which may be procured include table pads, tablecloths, napkins, and place mats. The variables affecting requirements such as different table sizes preclude specifying sizes and types of items and necessitate local procurement from commercial sources.

H-4. Kitchen utensils

An allowance list is not established. Items procured for use in preparing and cooking food will be limited to those items required to meet the public entertainment responsibilities of the position and not for normal family use. The diversity of requirements precludes specifying sizes and types of items and necessitates local procurement from commercial sources. However, not more than \$1,500 per FY will be spent for the procurement of kitchen utensils.

H-5. Funds

Only AFH funds will be used to purchase the initial issue or to replace special allowance items for the designated special command positions.

H-6. Exceptions

Items and quantities listed in table H-1 may be adjusted by the ASA(I&E) on a case-by-case basis.

Table H-1
China, glassware, and silver allocations for special command positions

Item	Quantity	Item	Quantity
China		Crystal	
Service plate	24	Iced tea beverage	24
Dinner plate	24	Fluted champagne	24
Salad or dessert plate	48	Wine glass	24
Cream soup and stand	24	Water goblet/large wine	24
Butter plate	24		
Demitasse cup and saucer	24		
Tea cup and saucer	24		
Silver flatware		Silver hollowware (See note.)	
Teaspoon	24	Tea and coffee set, 5 piece	1
Demitasse spoon	24	Candelabra, pair	1
Place spoon (soup or dessert)	24	Platter, 18-inch	1
Dinner fork	24	Gravy set, 3/4 pint	2
Salad fork	24	Pitcher, 2 quart capacity	1
Dinner knife	24	Bread tray, 13-inch	2
Tea knife	24	Bowl, diameter 11-inch, footed	1
Butter spreader	24	Casserole, 2 quart w/Pyrex liner	1
Gravy ladle	2	Round tray, chased, 13-inch	2
Large serving spoon	2	Round Tray, chased, 15-inch	2
Slotted spoon	1		
Serving fork	2		
Cold meat fork	2		
Pie server	1		

Notes:

¹ Sizes of hollowware items are approximate. Variation according to need or availability is authorized.

Appendix I

Guidance for Establishing Rents and Charges

I-1. Determining rents and charges

To establish rents and charges the Commander, USACE, or designee, will retain services of qualified contract or staff appraisers. Since the contract and staff appraisers will employ generally accepted real estate concepts, standards, and criteria developed and used in their profession, appraisers will consider the criteria listed below. (Exception to this procedure is the use of employee representatives (see para 15-12b). Employee representatives will not be permitted the discretion or leeway granted to contract and staff appraisers but will adhere strictly to the policy and guidelines set forth in this regulation.)

- a. Comply with OMB Circular A-45.
- b. Focus attention on the basic rent principle that rents should be set at levels similar to those prevailing for comparable private housing in the same area.
- c. Consider only those rentals that a willing tenant would pay a willing landlord with compulsion on neither party in a reasonably competitive market.

d. Give due consideration to all factors and amenities directly affecting the rental value of the Government housing as compared to the relative desirability of privately owned rental units.

e. Weigh the difference of amenities (plus or minus) in monetary terms between the Government housing and the privately owned units.

f. In the case of a housekeeping unit, the appraiser will compare the Government unit only with the value of unfurnished privately owned units. In the case of a nonhousekeeping unit, compare it with similar privately owned furnished units (with similar utilities, services, and equipment).

g. Where housing is provided with Government furniture, an additional charge for such furniture will be made, based on the typical charge for furniture in comparable rental housing in the area. Adjustments may be made upward or downward to take into account any differences in the quality, quantity, and condition of the Government furniture and private furniture. When the differential in the local private market between rents for furnished and unfurnished housing units appears excessive, charges based on the following amortization formula may be established: "The monthly charge to occupants for rental of furniture shall be set at the level that will amortize the value, at the time of appraisal, over the estimated remaining useful life of the furniture." Replacement value may be determined by direct comparison with the local used furniture market. Replacement value and estimated remaining useful life determinations may be made by the appraiser. A consistent policy must be followed in regard to charges for furniture for all housekeeping units on a single post or activity.

I-2. Itemization of charges for housing

The total charge for occupancy of housing will be itemized as follows:

a. *Basic rent.* In addition to the rent, this includes all public services except those included under "Utilities and Related Services" (b) below and "Nonappropriated Fund Services" (c) below, and telephone service.

b. *Utilities and related services.* This includes electric power, steam, compressed air and water, sewage and garbage disposal, natural, manufactured, or mixed gas, ice, and mechanical refrigeration, when furnished by the Government. It does not include telephone service charges.

c. *Nonappropriated fund services.* This includes all services financed from nonappropriated funds.

d. *Any adjustments allowed under OMB Circular A-45.* Also includes adjustments allowed under other directives.

I-3. Charges for utilities

Charges to residents for utilities should be set by comparison with local rates for similar utilities. Utilities should be metered whenever possible. When utilities are not metered, the quantity of utilities furnished will be estimated by the DPW or by the appraiser when there is no DPW.

I-4. Appraiser's report and certificate

A full record of the findings and recommendations of appraisers is required. To provide a uniform appraisal reporting procedure, a certificate of appraisal and appropriate supporting documentation will be retained by the office which furnished the rate schedule.

I-5. Consistency of method

Proposals for determining specific rates in each area must demonstrate that the method to be used will be impartial and consistent for all rental housing in the same area, and that rents and other charges will be set at the reasonable value of the housing and other facilities.

Appendix J Housing Operations Management System

J-1. General description

The HOMES is a comprehensive automated system which affects all aspects of housing management. The system provides an orderly process for providing housing services, recording information, and retrieving data while still relying on experienced and trained housing personnel. The HOMES has been designed on a modular basis to include all functional areas.

J-2. Description of modules

The modules are as follows:

a. *Family Housing Assignments and Terminations Module.* The assignments and terminations module satisfies the need for a timely, accurate method of offering on-post housing to military families while providing a database management system which assists in achieving optimum utilization of Government housing.

b. *Housing Referral Survey Module.* The housing referral survey module provides data and assists CHRRSO staff in getting soldiers and their family members housed quickly in adequate nondiscriminatory off-post housing within

reasonable commuting distance of the installation. It also assists in generating information for use in determining housing requirements.

c. Furnishings Management Module. This module assists in improving the effectiveness of the furnishings management office in—

(1) Controlling and managing the furnishings inventories through automated property books, hand receipts, transaction documents, and inventory and/or utilization reports.

(2) Planning, programming, and budgeting requirements for FH and UPH furnishings.

d. Billeting Module. The billeting module provides a timely, accurate method for managing UPH(PP).

J-3. Systems interfaces

The HOMES has all functional areas of on- and off-post FH, UPH, and furnishings fully integrated. It interfaces with the U. S. Army, Europe Community Automated System. It will interface also with other standard Army automated systems such as the Integrated Facilities System and store housing related data in the Army housing data warehouse.

J-4. HOMES accessibility

Where it is deployed by the Army Housing Division's technical team, HOMES is accessible at every installation and its supporting headquarters. When HOMES is deployed, a user ID and password is provided to the user. Help desk support is available by phone or through the help desk web site at <https://homeshelp.army.mil/>.

J-5. HOMES outcome

a. In keeping with the objectives of the Army Communities of Excellence Program, soldiers and their families are the biggest beneficiaries of HOMES. The quick and accurate processing of housing requirements reduces the real time response to inquiries and accelerates the placement of soldiers into housing.

b. HOMES data aids in tracking and monitoring asset utilization which is required in the programming of resources.

c. Finally, HOMES provides economies by replacing labor-intensive reporting requirements with automated procedures and reports.

Appendix K Management Control Evaluation Checklist

K-1. Function

The functions covered by this checklist are the administration, operation, and management of Army FH and permanent party unaccompanied personnel housing. These functions include key controls for FH; UPH(PP); CHRRS; mobile home parks; furnishings; the housing requirements determination process; military housing privatization, the establishment of rental rates; and housing planning for mobilization.

K-2. Purpose

The purpose of this checklist is to assist housing managers at all levels (HQDA, field operating agencies, and installations) in evaluating the key management controls outlined below. It is not intended to cover all controls.

K-3. Instructions

Answers must be based on actual testing of key management controls, such as document analysis, direct observation, interviewing, and sampling. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These controls must be evaluated in accordance with the schedule in the Management Control Plan. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

K-4. Test questions

a. Family housing.

(1) Is the HOMES used as a management tool in the day-to-day operation of FH? (HQDA, IMA region, Installation)

(2) Are FH planning and programming requirements addressed in the AWP, LRWP, and the short-range component of the RPMP? (Installation)

(3) Have a Six-Year GFOQ plan and an annual O&M budget estimate been prepared for each GFOQ? (Installation)

(4) Do budget requests comply with approved program and budget guidance, derive from approved plans and programs, and use valid cost, workload, and performance data for their justification? (HQDA, HQIMA, IMA region, Installation)

(5) Does the housing manager monitor cost limitations and approval authority levels? (HQDA, HQIMA, and IMA region, field operating agency, Installation)

(6) Is the AFH account being credited with reimbursements which it should properly receive? (HQDA, HQIMA, IMA region, Installation)

(7) Is a separate cost data file maintained for each DU that is susceptible to incurring large costs (for example, high cost leased housing, historic housing, oversized DUs, and GFOQ)? (Installation)

(8) Are assignment and termination documents control-numbered consecutively, properly prepared, and distributed per AR 210-50, paragraph 3-10? (Installation)

(9) Are occupancy rates monitored, causes of low occupancy rates determined, and corrective actions taken to improve occupancy rates? (Installation)

(10) Are changes in functional use of housing facilities documented in installation real property records? (Installation)

(11) Are leasing criteria, limitations, and documentation requirements being met? (HQDA, IMA region, Installation)

(12) Is there a program in effect to conserve energy in FH? (Installation)

(13) Are project definitions and work classifications properly used to determine approval authorities and cost limitations? (Installation)

(14) Do proposed construction projects meet prescribed programming criteria? (HQDA, HQIMA, IMA region, Installation)

(15) Are statutory, congressionally directed and administratively imposed cost limitations complied with in project development and execution? (HQDA, HQIMA, IMA region, Installation)

b. Unaccompanied personnel housing (permanent party).

(1) Is the HOMES Billeting Module used as a management tool in the day-to-day operation of UPH(PP)? (HQDA, IMA region, Installation)

(2) Are personnel advised of the circumstances under which, if they reside off-post, they may be mandatorily assigned on-post housing? (Installation)

(3) Are assignment and termination documents control-numbered consecutively, properly prepared, and distributed per AR 210-50, paragraphs 3-29 and 8-10*b*, respectively? (Installation)

(4) Are voluntarily separated personnel (geographic bachelors) required to vacate UPH(PP) when space is required for personnel with a higher assignment priority? (Installation)

(5) Has the Housing Manager assigned responsibility for centralized recordkeeping and control over CNAs? (Installation)

(6) Are CNAs reviewed on a quarterly basis and checked against UPH(PP) availability to ensure that procedures for controlling the issuance of CNAs are effective? (Installation)

(7) Are UPH(PP) classifications annotated on installation real property records and the annotations changed whenever a classification is changed? (Installation)

(8) Is a physical inventory of UPH(PP) assets conducted at least biennially? (Installation)

(9) Are utilization rates monitored, causes of low utilization rates determined, and corrective actions taken to improve utilization rates? (Installation)

(10) Are changes in functional use of UPH(PP) documented in installation real property records? (Installation)

(11) Are UPH(PP) funding policies regarding use of APFs and NAFs complied with? (HQDA, HQIMA, IMA region, CFSC, Installation)

(12) Are leasing criteria, limitations, and documentation requirements being met? (HQDA, IMA region, Installation)

(13) Do residents of Government-leased UPH(PP) forfeit all housing allowances? (Installation)

(14) Do programmed construction projects meet prescribed programming criteria? (HQDA, HQIMA, IMA region, Installation)

c. Community homefinding relocation and referral services.

(1) Is the HOMES Assignments and Terminations Module used as a management tool in the day-to-day operation of the CHRRSO? (Installation)

(2) Does the CHRRSO participate with, and actively solicit support from, local community housing agencies and activities to meet soldier housing needs? (Installation)

(3) Do soldiers process through the CHRRSO and receive a restrictive sanction list prior to making an off-post housing commitment? (Installation)

(4) Are applicants advised of equal opportunity in off-post housing and the need to report any suspected discrimination to the CHRRSO immediately? (Installation)

(5) Are all discrimination complaints investigated? (Installation)

(6) Are restrictive sanctions imposed when a charge of discrimination is supported? (Installation)

d. Mobile home parks.

- (1) Are applications for MHP spaces made through the housing office and MHP assignments effected through the execution of a lease? (Installation)
 - (2) Are charges made for both the MHP space and Government–provided operating services? (Installation)
 - (3) Does the rental charge for the MHP space include costs for amortizing construction, improvement, and major M&R projects over a 25–year period? (Installation)
 - (4) Are the policies and procedures set forth in AR 210–50, paragraph 12–10 and figure 12–1, followed in determining and managing charges for MHP usage? (Installation)
 - (5) Are MHP construction requirements based on demonstrable needs which are supported by requirements documentation? (HQDA, IMA region, Installation)
 - (6) Are approval authority levels and cost limitations followed for the design and execution of MHP construction and M&R projects? (HQDA, HQIMA, IMA region, Installation)
- e. Housing furnishings management.*
- (1) Is the HOMES Furnishings Management Module used as a management tool in the day–to–day operation of the furnishings program? (Installation)
 - (2) Are costs of procurement and O&M of furnishings funded from the appropriate APF funding sources? (Installation)
 - (3) Are serviceable FH furnishings in CONUS which are in excess of allowances turned in per AR 210–50, paragraph 9–9? (Installation)
 - (4) Are FH, and UPH furnishings labeled and stored separately, segregated by warehouse, floor, area, bay, or room? (Installation)
 - (5) Are FH, and UPH furnishings issued on hand receipt to the resident or person responsible for the facility? (Installation)
 - (6) Are controls established to ensure furnishings accounts are cleared before personnel depart on PCS or ETS? (Installation)
 - (7) Are annual inventories of FH and UPH furnishings inventories conducted for those furnishings not on permanent hand receipt? (Installation)
 - (8) Are supplementary furnishings provided only in the public entertainment areas of Army–controlled housing designated for and occupied by general or flag officers and by installation and garrison commanders in the grade of O–6? (Installation)
 - (9) Are special allowance items provided only to the incumbents of special command positions? (Installation)
 - (10) Are special allowance items approval authority levels and cost limits set forth in AR 210–50, table 13–2, followed? (HQDA, HQIMA, IMA region, Installation)
 - (11) Are furnishings for special CSM positions provided in accord with AR 210–50, chapter 9, section III? (Installation)
- f. Housing requirements determination.*
- (1) Is the Army housing requirements determination process described in AR 210–50, chapter 14, used to determine housing requirements? (HQDA, HQIMA, IMA region, Installation)
 - (2) Is the ASIP used as the official source document for strength projections in determining requirements? (HQDA, IMA region, Installation)
 - (3) Are Army housing requirements determinations prepared in coordination with other DOD installations within 1 hour commuting distance to ensure the avoidance of double counting assets and requirements in overlapping areas? (HQDA, HQIMA, IMA region, installation)
 - (4) Is housing market analysis being used to identify local community housing assets available now and in the future to meet Army personnel housing needs? (Installation)
 - (5) Are EAs prepared and revised or updated as necessary for construction projects, leasing proposals which require congressional notification, selected M&R projects, and privatization in accord with AR 210–50, section V? (Installation)
 - (6) Does the installation maintain the data required by AR 210–50, chapter 16, in a readily retrievable manner? (Installation)
 - (7) Are on–post housing assets data in reporting documentation consistent with installation real property records? (Installation)
 - (8) Are local community housing assets data in agreement with current housing market analysis data? (Installation)
 - (9) Does the installation have a procedure for analyzing its housing facilities database to identify reasons for substantial changes or altered trends? (Installation)
 - (10) Are the Army Family Housing Master Plans updated per AR 210–50, paragraph 14–6? (HQDA, IMA region, Installation)
- g. Military housing privatization.*
- (1) Is privatization considered as an alternative in the Army’s housing master plans? (HQDA, IMA region, Installation)

- (2) Are the FAR and its supplements used in managing the privatization acquisition process? (HQDA)
- (3) Are CDMPs being developed per AR 210–50, paragraph 14–10? (HQDA, Installation)
- (4) Are soldiers occupying privatized housing? (Installation)
- (5) Are soldiers using allotments to make their rent payments for RCI housing? (Installation)
- (6) Has the HQDA RCI management team issued necessary instructions to Government and private sector managers at all levels for oversight of the RCI program execution on an established basis? (HQDA)

h. Rental rates for housing and related facilities.

- (1) Does the garrison commander provide to the District Commander and/or District Engineer, and update as necessary, accurate lists of housing units for which rate schedules for rents and related utilities and service charges need to be established? (Installation)
- (2) Has the USACE District Commander and/or District Engineer developed rental rates and charges for utility services where required? (USACE District Commander and/or District Engineer)
- (3) Does the USACE District Commander and/or District Engineer provide the garrison commander with annually adjusted rental rates for each rental unit? (USACE District Commander/District Engineer)
- (4) Are rental rent schedules developed in accord with OMB Circular A–45? (USACE District Commander and/or District Engineer)
- (5) Does the garrison commander promptly implement new rent schedules upon receipt? (Installation)
- (6) Are appeals and reviews of schedules of charges for rents and utilities conducted in a timely manner per AR 210–50, paragraph 15–13? (USACE District Commander and/or District Engineer, Installation)
- (7) Are receipts from rents and other charges credited to the appropriate accounts per AR 210–50, table 15–1? (Installation)

i. Housing planning for mobilization.

- (1) Have installations with mobilization missions prepared mobilization plans which address housing? (MACOM, IMA region, installation)
- (2) Has the installation prepared a housing plan and incorporated it into the housing appendix to the Engineer Annex in accord with AR 210–50, chapter 17, section IV? (Installation)

K–5. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: HQDA, ACSIM, ATTN: DAIM–FDH, 600 Army Pentagon, Washington, DC 20310–0600.

Glossary

Section I Abbreviations

6YP

six-year plan (same as SYGP)

AAFES

Army and Air Force Exchange Service

ACS

Army Community Service

ACSIM

Assistant Chief of Staff for Installation Management

ACTS

Army Criteria Tracking System

A/C

air conditioning

AD

active duty

ADSW

active duty for special work

ADT

active duty for training

AFARS

Army Federal Acquisition Regulation Supplement

AFH

Army Family Housing

AFHC

Army family housing, construction

AFHO

Army family housing operations

AGR

Active Guard Reserve

AHD

Army Housing Division

AHOS

Army Housing One-Stop

AIT

advanced individual training

AKO

Army Knowledge Online

AMC

U.S. Army Materiel Command

AMOPES

Army Mobilization and Operations Planning and Execution System

AMS

Army Management Structure

APD

Army Publishing Directorate

APF

appropriated funds

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA(FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

ASA(I&E)

Assistant Secretary of the Army (Installations and Environment)

ASA(M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASI

additional skill identifier

ASIP

Army Stationing and Installation Plan

AST

additional skill training

AT

annual training

AWP

annual work plan

BAH

basic allowance for housing

BCT

basic combat training

BES

budget estimate submission

BEQ

bachelor enlisted quarters

BMP

Barracks Master Plan

BOD

beneficial occupancy date

BOP

Business Occupancy Program

BOQ

bachelor officer quarters

BP

Budget Program

BY

budget year

CAPCES

Construction Appropriation Programming Control and Execution System

CATCODE

category code

CATV

community antenna television (cable television)

CDMP

Community Development and Management Plan

CFR

Code of Federal Regulations

CFSC

U.S. Army Community and Family Support Center

CG

commanding general

CHPPM

U.S. Army Center for Health Promotion and Preventive Medicine

CHRRS

Community Homefinding, Relocation, and Referral Services

CHRRSO

Community Homefinding, Relocation, and Referral Services office

CI

counterintelligence

CID

Criminal Investigation Division

CIDC

U.S. Army Criminal Investigation Command

CNA

Certificate of Nonavailability (same as SNA)

CO

carbon monoxide

CONUS

continental United States

CONUSAs

continental United States Armies

COOP

continuity of operations plan

CSA

Chief of Staff, Army

CSM

command sergeant major

CTA

common table of allowances

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G-4

Deputy Chief of Staff, G-4

DCS, G-8

Deputy Chief of Staff, G-8

DEROS

date expected to return from overseas

DFARS

Defense Federal Acquisition Regulation Supplement

DFAS

Defense Finance and Accounting Service

DG

design guide

DHHS

Department of Health and Human Services

DLA

dislocation allowance

DOD

Department of Defense

DOJ

Department of Justice

DPW

Directorate of Public Works

DU

dwelling unit

EA

economic analysis

ECIP

Energy Conservation Investment Program

ECONPACK

economic analysis package

EFMP

Exceptional Family Member Program

EG

electronically generated

EIP

equipment-in-place

EO

equal opportunity

EOOPH

equal opportunity in off-post housing

EPA

Environmental Protection Agency

EQ

enlisted quarters

ES

Executive Service

ETS

expiration term of service

EUSA

Eighth U.S. Army

FAD

funding authorization document

FAO

finance and accounting office

FAR

Federal Acquisition Regulations

FAX

facsimile

FCC

family child care

FEMA

Federal Emergency Management Agency

FH

family housing

FHMP

Family Housing Master Plan

FMO

furnishings management officer

FORSCOM

Forces Command

FSS

Federal Supply Schedule

FY

fiscal year

FYDP

Future Years Defense Program

FYP

future years program

GFOQ

general and/or flag officer's quarters

GM

general manager

GOCOMs

General Officer Commands

GRHP

Governmental Rental Housing Program

GS

general schedule

GSA

General Services Administration

GSF

gross square feet (see also, gross floor area)

GSM

gross square meters (see also, gross floor area)

HHG

household goods

HMA

housing market analysis

HOMES

Housing Operations Management System

HQDA

Headquarters, Department of the Army

HQSACE
Headquarters, USACE

HRAP
Housing Relocation Assistance Program

HRC
U.S. Army Human Resources Command (formerly PERSCOM)

HUD
U.S. Department of Housing and Urban Development

HVAC
heating, ventilating, and air conditioning

IADT
initial active duty for training

ICQ
Installation and/or garrison commander's quarters

IDG
Installation Design Guide

IDT
inactive duty training

I-FHMP
Installation-FHMP

IJO
individual job order

IMA
U.S. Army Installation Management Agency

IMP
Installation Mobilization Plan

IMWRF
Installation Morale, Welfare, and Recreation Fund

IRP
installation real property

ISAs
Interservice, interdepartmental, and interagency support agreements

ISP
Internet service provider

ISR
Installation Status Report

JFTR
Joint Federal Travel Regulations

JTR
Joint Travel Regulations

LBP

lead-based paint

LQA

living quarters allowance

LRWP

long-range work plan

M&R

maintenance and repair

MACOM

major Army command

MCA

military construction, Army

M/CATV

master/community antenna television

M-date

mobilization date

MDW

U.S. Army Military District of Washington

MEDCOM

U.S. Army Medical Command

MHO

medical holdover

MHP

mobile home park

MHPI

Military Housing Privatization Initiative

MIHA

move in housing allowance

MILCON

military construction

MIPR

Military Interdepartmental Purchase Request

MMCA

minor MCA

MOA

Memorandum of Agreement

MOU

Memorandum of Understanding

MPA

Military Personnel, Army

MS

mobilization stations

NAF

nonappropriated fund

NAFI

nonappropriated fund instrumentality

NATO

North Atlantic Treaty Organization

NCOs

noncommissioned officers

NETCOM

U.S. Army Network Enterprise Technology Command/9th Army Signal Command

NF

nonappropriated fund employees

NFPA

National Fire Protection Association

NG

National Guard

NGB

National Guard Bureau

NIF

nonindustrial facility

NSF

net square feet (see also, net floor area)

NSM

net square meters (see also, net floor area)

NSN

national stock number

O&M

operation and maintenance

OACSIM

Office of the ACSIM

OCONUS

outside continental United States

OCS

officer candidate school

OHA

overseas housing allowance

OMA

operations and maintenance, Army

OMAR

Operation and Maintenance, Army Reserve

OMB

Office of Management and Budget

OPLOC/FAO

operating location and/or Finance and Accounting Office

OQ

officer quarters

ORP

other real property

OSD

Office of the Secretary of Defense

OSJA

Office of the Staff Judge Advocate

OSUT

one-station unit training

PA

program amount

PAM

Portfolio and Asset Management Program

PAX

Programming Administration and Execution System

PBO

property book officer

PCS

permanent change of station

PEP

U.S. Army Personnel Exchange Program

PL

public law

POD

port of debarkation

POM

Program Objective Memorandum

PP

permanent party

PY

program year

RC

Reserve Component

RCI
Residential Communities Initiative Program

RCS
report control symbol; requirement control symbol

RGH
rental guarantee housing

ROTC
Reserve Officers' Training Corps

RPMP
Real Property Master Plan

RRC
Regional Readiness Commands

SA
Secretary of the Army

SEQ
senior enlisted quarters

SES
senior executive service

SF
square feet

SITES
Standard Installation Topic Exchange Service

SJA
Staff Judge Advocate

SMs
square meters

SMA
Sergeant Major of the Army

SMDC
U.S. Army Space and Missile Defense Command

SNA
statement of nonavailability (same as CNA)

SO
service order

SOFA
Status of Forces Agreement

SOQ
senior officer quarters

SSN
social security number

STARC

State Area Command

STAT

statute

SYGP

six-year GFOQ plan (see 6YP)

TDY

temporary duty

TI

technical instructions

TLA

temporary lodging allowance

TLE

temporary lodging expense

TLF

temporary lodging facility

TOE

table of organization and equipment

TPU

troop program units

TRADOC

U.S. Army Training and Doctrine Command

TV

television

U/C

unit cost

UL

Underwriters Laboratory, Inc.

UM

unit of measure

UNICOR

trade name used by Federal Prison Industries, Inc.

UOPH

unaccompanied officer personnel housing

UPH

unaccompanied personnel housing

UPH(PP)

UPH (permanent party)

UPH(TDY)

UPH (temporary duty)

USACE

U.S. Army Corps of Engineers

USAR

U.S. Army Reserve

USARC

U. S. Army Reserve Command

USAREUR

U.S. Army, Europe

USARPAC

U.S. Army, Pacific

USARSO

U.S. Army, South

USC

United States Code

USMA

U.S. Military Academy

USO

United Service Organizations, Incorporated

VEQ

visiting enlisted quarters

VOLAR

voluntary Army

VOQ

visiting officers quarters

WG

wage grade

WL

wage leader

WS

Wage System

Section II**Terms****Absolute cost**

Term applied to cost limitations for construction and M&R cost estimates. An absolute cost is not adjusted by the area cost factor.

Addition–expansion–extension

A physical increase to a real property facility that adds to the overall external dimension of the facility. This excludes alterations.

Adequate family housing

Family housing which meets or exceeds minimum adequacy standards. For Government–controlled housing, housing must meet or exceed standards as set forth in paragraph 4–3, above and full housing allowances are withheld when assigned. For privately owned rental housing, housing must meet or exceed standards as set forth in paragraph 4–5.

Adequate UPH

The UPH which meets or exceeds minimum adequacy standards. Government-controlled housing must meet or exceed standards as set forth in paragraph 4-4, above. Privately-owned rental housing must meet or exceed standards as set forth in paragraph 4-5.

Agent

Real estate agency, manager, broker, landlord, or owner or a housing facility doing business with DOD personnel or CHRRS employees.

All others tour

A tour of duty to an area OCONUS where family members are authorized, but for personal or other reasons the soldier's family does not accompany him or her.

Alteration

The work required to adjust arrangements or other physical features of an existing facility, or relocation within an installation, so that it may be more effectively adapted to or used for its presently designated purpose. This includes equipment installed in and made part of an existing facility. Additions, expansions, and extensions are excluded from alterations.

Alterations and additions (comptroller and/or/resource manager term)

Same as incidental improvements.

Annual work plan

A planning document, prepared prior to the start of each FY, which identifies and schedules housing facilities work and services according to the resources available and the priorities established by the garrison commander. It must include all M&R work that should be done during the year. The M&R work that cannot be done during the year due to lack of funds will be added to the list of backlogged work at the end of the FY.

Appraisal

A process of establishing the rental value of Government housing. Methods include direct comparison of the individual Government unit with private sector housing, economic models such as regression analysis, methods endorsed by OMB such as regional surveys by participating Government agencies, or methods recognized by industry practice.

Army lodging

Facilities providing temporary accommodations for eligible military personnel of all grades, their family members, and guests and for eligible DOD civilians and their family members. Includes facilities previously referred to as UPH(TDY). Also includes facilities previously referred to as guest housing and/or temporary lodging facilities (see temporary lodging facilities).

Barracks, gross living area

The total area of all floors included within the outside building lines used for housing enlisted personnel. It includes all space for walls and partitions, sleeping space, toilet and bathing facilities, laundry rooms, service and utility rooms, lounge or dayrooms, linen rooms, corridors, stairs, personal storage, and similar functional space associated with housing enlisted personnel in barracks. Gross barracks housing area does not include spaces used for messing facilities, mechanical rooms for A/C or heating equipment, company administration and company storage area, issue rooms, arms rooms, covered connecting walkways between building or similar areas not directly associated with normal barracks occupancy.

Barracks, net sleeping and/or living area

The net living area of open-bay facilities for E-1 (trainee) occupancy is defined as being one equal share of the squad room. For reporting purposes, the net living area of all other types of barracks is the clear area in the sleeping room allotted for an individual's bed, locker, and circulation. Excludes lounges, bathroom, general circulation, and access.

Basic rent

The monthly rental value arrived at by application of the basic rent principle, that is, comparison of Army-owned or -controlled housing, designated for occupancy on a rental basis, with comparable private rental housing. Facility charges (for example, furniture, equipment, garage space, utilities, and subsistence and laundry service, where provided) will be excluded from the rental rate. (Basic rent is also referred to as shelter rent.)

Budget year

That FY arrived at by adding one FY to the current FY.

Class “C” telephone service

Telephone service which is authorized for the transaction of official business of the Government on a military installation, that is, “official restricted” service. The restriction lies in the service being without access to telephone company central office or toll trunks. Telephones, however, may receive incoming calls from telephone company trunks.

Community housing

Private housing in the vicinity of the installation.

Comparable housing

Housing in the private sector that is generally equivalent in size to the rental housing, with the same number of bedrooms, and with generally equivalent amenities and related facilities. Such housing is housing available on a landlord–tenant basis, with rental rates reflecting the fair market value of the accommodations. This is distinguished from housing rented on an “employer–employee” basis or between friends and relatives, for which other considerations may have influenced rental rates. In addition, other Government rental housing (Federal, State, or local) and housing provided by churches or religious societies are excluded from this definition of comparable housing.

Complainant

DOD personnel who submit a tenant or landlord complaint or a complaint of discrimination.

Construction

The erection, installation, or assembly of a new facility; or the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another; or installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

Contract fee appraiser

A private citizen, preferably a resident in the area, who has at least the minimum qualifications of an appraiser, grades 11 through 15, as set forth in the Civil Service Standards, occupational series GS–1171, and is a state certified or licensed real estate appraiser.

Conversion

A permanent change in structure or use to include the following: 1. a structural change consisting of the work required to adjust interior arrangements or other physical features of an existing facility so that it may be used for a new function including installed equipment made part of the existing facility, or 2. a utilization change occurring when a permanent change is made in functional use of the facility from an existing facility CATCODE to another facility CATCODE (requires a change in CATCODE on real property inventory records).

CONUS

The 48 contiguous states and the District of Columbia.

Cost category

Those costs that make up the price of the item or services purchased.

Costs

Generally, the value of resources consumed, work put in place or in procurement, the value of items procured or produced. The term “costs” as the value of resources consumed during the accounting period is often used interchangeably with the term “expense.” However, cost may also be defined as the acquisition value of capital equipment and real property. Under these definitions, the terms costs and expense are not synonymous.

Current year

The FY in progress.

Department of State (DoS) housing pool location

A location where DoS handles all leasing actions and allocates housing units among the agencies requiring units, and the receiving agencies pay to DoS a pro rata share of the costs (known as foreign affairs administrative support) to run the pool.

Dependent

Definition of dependent for purposes of allowances includes the following:

a. Any of the persons who are related to the sponsor (for purposes of dependent-rate housing allowances per 37 USC 401) in the capacity of—

(1) Spouse.

(2) Unmarried child who is—

(a) The sponsor's by birth; by legal adoption (including a child placed in the home of the sponsor by a placement agency for the purpose of adoption); or by marriage, for example, a stepchild (except that such term does not include a stepchild after the divorce of the sponsor from the stepchild's parent by blood); or

(b) An illegitimate child of the sponsor if the sponsor's parentage of the child is appropriately established, and

(c) Under 21 years of age; incapable of self-support because of mental or physical incapacity and is in fact dependent on the sponsor for over one-half of his or her support; or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and is in fact dependent upon the sponsor for more than one-half of his or her support; or

(3) Parent by blood, marriage (for example, parent-in-law, stepparent, or adopted parent of spouse), or adoption who is in fact dependent on the sponsor for over one-half of his or her support. Parent also includes any other person, including a former stepparent, who has stood *in loco parentis* to the sponsor at any time for a continuous period of at least 5 years before the sponsor became 21 years of age.

(4) An unmarried person who—

(a) Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in the United States (or Puerto Rico or a possession of the United States) for a period of at least 12 consecutive months;

(b) Either—

1. Has not attained the age of 21; or

2. Has not attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned; or

3. Is incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member or a former member under this paragraph pursuant to clause 1 or 2 above;

(c) Is dependent on the member for over one-half of the person's support;

(d) Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the Secretary concerned may by regulation prescribe; and

(e) Is not a dependent of a member under any other paragraph.

b. For the purposes of housing management (except as otherwise stated), dependent is further defined to exclude non-custodial dependents (see also "family member" which is the preferred synonym for "dependent").

Designated housing

Housing dedicated for specific usage either as housing permanently identified for the use of specific pay grade groupings or as FH DUs identified for use by the incumbents of specific positions. Designations for specific positions require garrison commander approval, except for special command position and special CSM position designations which require HQDA approval.

Direct costs

Those costs which may be identified specifically with any one job, activity, or function.

Discrimination

An act, policy, or procedure that arbitrarily denies an individual or group equal treatment in housing because of race, color, religion, national origin, gender, mental or physical handicap, or familial status.

Distinguished visitor quarters

Quarters established from available housing assets to meet the needs of distinguished visitors.

District Commander/District Engineer

Head of local USACE office/USACE district.

Diversion

A temporary change in the designated use of a facility normally not to exceed 36 months. Diversion requires a real property inventory record annotation of the applicable temporary facility construction CATCODE (DA Pam 415-28). Does not change CATCODE on real property inventory.

DOD civilian employees

DOD appropriated or non-appropriated fund employees.

DOD housing

Family and unaccompanied personnel housing that the DOD owns, leases, obtains by permit, or otherwise acquires.

DOD personnel

Includes both military and DOD civilian employees, appropriated and non-appropriated.

DOD-sponsored civilian personnel

Civilians who are not DOD appropriated or non-appropriated fund employees but are key and essential to mission accomplishment and are located at the installation as a result of direct or indirect sponsorship by a DOD component (for example, Red Cross personnel, contract technicians, bank managers, and others as determined by the garrison commander).

Dormitory

Government-owned or -leased housing facility designated and used to house authorized civilian personnel, for example, students of DOD schools in foreign areas.

Dwelling unit

The real property space in a housing facility used by one family. This includes the following: foundation; walls; roofs and other building components; interior utilities, fixtures and equipment in place such as venetian blinds, furnaces, and water heaters; grounds; utility connections at the building inside the 5-foot line; carports, garages, storage, and other facilities structurally connected to the building; and patios. It excludes the following: grounds; sidewalks and exterior utility lines beyond the 5-foot line which are considered ORP; furnishings and authorized moveable equipment such as ranges and refrigerators; and real and personal property acquired and installed with other than FH funds (see family housing unit).

Economic analysis

A systematic method for quantifying the costs and/or benefits of alternative solutions for achieving an objective in order to find the most cost-effective (economical) solution. It provides a structured method to identify, analyze, and compare costs and benefits of the alternatives.

Elective Joint Federal Travel Regulations

The election by soldiers assigned to USAREUR for the non-temporary storage of household goods.

Eligible entity

Any private person, corporation, firm, partnership, company, State or local government, or housing authority of a State or local government.

Employee representative

One or more persons, employed by or attached to an installation in foreign countries. This employee will be designated by a garrison commander to determine rentals being charged in the private market and to recommend rates for rental housing. Employee representatives cannot be residents or subordinates of residents of the housing being considered. In selecting employee representatives, the garrison commander should ensure representation of the views of both management and residents.

Energy Conservation Investment Program

Construction projects for retrofitting of Army-controlled facilities with energy systems and structures to make them more energy-efficient.

Equipment-in-place

Furnishings items installed in or affixed to real property in such manner as to be removable without material damage to the real property.

Exceptional family member

A family member with any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, or counseling. The individual may be enrolled in the EFMP.

Excessive cost quarters

See “high cost quarters.”

Expense

Expenses are costs of resources consumed, that is, operating costs. Expenses do not include investment costs such as real property, construction, and equipment acquired.

Fair wear and tear

Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

Familial

Of, relating to, or characteristic of a family.

Family housing

Housing used to accommodate personnel residing with family members (see RCI housing).

Family housing unit

A housing facility or portion of a housing facility used by one family. The facility may take the form of a single family detached house, a multiplex house, a townhouse, or an apartment (see dwelling unit).

Family member

Synonym for “dependent”; to be used as a preferred term when appropriate. In this regulation, a soldier’s “family” comprises those who are family members (that is, dependents) (see dependent).

Fisher House

A nonprofit organization dedicated to providing lodging and support to military families undergoing the stress and trauma of having a seriously ill family member in the hospital. Also, the housing facilities provided by the organization.

Foreign

All areas outside of the United States.

Foreign military personnel

Includes all non-U.S. military personnel assigned to a tour of duty, for any reason, to a U.S. Government installation or unit.

Foreign military trainee

Foreign personnel receiving training from the U.S. military under Foreign Military Sales, International Military Education and Trainee, and similar security assistance trainee programs.

Foreign source DUs

Family housing facilities provided by a host country to support the U.S. military presence in that country.

Full JFTR

Pertains to shipment of full weight allowance of household goods.

Funded costs

Costs which are charged to the appropriation designated to pay for a project.

Furnishings

Furniture, household equipment, and miscellaneous items procured under special authority. In foreign areas, includes equipment and appliances normally provided as part of the housing unit in the United States such as moveable kitchen cabinets, wardrobes, and light fixtures.

Furniture

Moveable items (for example, chairs, tables, beds, rugs, and carpeting considered as EIP) used in furnishing living quarters. Does not include special allowance household goods such as china, silver, table linen, cutlery and kitchen utensils nor household equipment.

Garrison Commander

The commanding officer, with the rank of lieutenant colonel (O-5) or colonel (O-6), of a tables of distribution and allowances unit or activity charged with the overall management and operation of an installation's base operations functions. The day-to-day responsibilities of the garrison commander focus on the 95 Army baseline services referenced in the Installation Status Report III (ISR III). On some Army installations, a garrison commander also serves as Installation commander. Garrison commanders, dual-hatted as Installation commanders, report to the IMA for traditional base operations support and to their senior mission commander for other priorities. Garrison commanders are stationed on the installation.

Garrison Manager

A DA civilian holding garrison management responsibilities, similar to those of a Garrison commander but with several significant exceptions, namely, the garrison manager has extremely limited authority in the areas of military justice, control of access to installations, and police authority over civilians on installations. A garrison manager may be designated to exercise general supervision over an Army installation or activity under the command of a military superior. Garrison managers are selected by the director, IMA.

Geographic bachelor

See "voluntarily separated person."

Government housing

Family and unaccompanied personnel housing which DOD owns, leases, obtains by permit, or otherwise acquires.

Gray area retiree

An RC member with an ID card (red, marked RET-2, and issued per DODI 1000.13) who would be eligible for retired pay under 10 USC, chapter 67, but for the fact that the member is under 60 years of age.

Gross floor area

The total area measured within the exterior faces of exterior walls (or center line of party walls between DUs). Area includes both finished and unfinished spaces including stairways. Area excludes garages, carports, openings to the floor below, crawl spaces, attic area below 5-foot ceiling height, exterior bulk storage, trash enclosures, open or insect-screened porches (which may not be heated or cooled), terraces, patios, decks, balconies, and entrance stoops. This definition is in accord with American National Standards Institute Z765 "Single-Family Residential Buildings-Square Footage-Method for Calculating" which was used to develop programming benchmarks for sizing AFH new construction (see table 10-1). This definition does not apply to multistory apartment buildings for which the empirical calculations set forth in this glossary under the term "net floor area" will be used (see net floor area, GSF, and GSM).

High cost housing

Those general and/or flag officer's quarters whose annual total combined operation and maintenance costs exceed \$60,000 per FY for 3 consecutive FYs.

Historic places

Sites, buildings, structures, and objects of national, state, or local significance in American history, architecture, archeology, and culture that are listed, or eligible for listing, on the National Register of Historic Places.

Homebase and Advanced (Sequential) Assignment Program

Program under which soldiers who are assigned to family-member-restricted short tours may voluntarily retain their military FH at their last permanent CONUS or Hawaii duty station. This program is governed by AR 614-100 (for officers) and AR 614-200 (for enlisted) and contains 2 options — homebase assignment and advanced (sequential) assignment.

Household equipment

Moveable equipment, including cooking stove (range), refrigerator, clothes washer and dryer, freezer, and portable dishwasher and fan authorized by CTA 50-909. Garbage disposal and installed dishwasher are not considered furnishings, but installed real property.

Household goods

Privately owned household furnishings, clothing, baggage, personal effects, and professional books and papers.

Housekeeping unit

A housing unit for which the resident is caretaker and normally provides his or her own furniture and furnishings, for example, an FH DU.

Housing

All living accommodations.

Housing area

A group of DUs which form an identifiable entity or community defined by geographic features, year of construction, grade of occupant, or other logical separation. Included are streets, drainage ways, open recreational areas, or unused land. The housing area also includes common use areas serving the units and ORP. It normally should not exceed 250 DUs. An isolated DU may be considered as one area.

Housing Relocation Assistance Program

A menu-driven set of computer programs designed to assist a user to obtain housing information which will ease the relocation to another installation.

Improvement

Alterations, conversions, modernizations, revitalizations, additions, expansions, and extensions which are for the purpose of enhancing rather than repairing a facility or system associated with established housing facilities or areas.

Inactive housing

Housing units which have been placed in a caretaker status and are not available for occupancy for reasons other than routine maintenance and cleanup.

Incidental improvements

Minor improvements made within the cost limitations of the AFH O&M program. Also referred to as alterations and additions by fiscal managers.

Indirect support cost

One which, because of its incurrence for common or joint objectives, is not readily subject to treatment as a direct cost.

Independent duty personnel

A small group or a single soldier operating and subsisting away from any military concentration areas of the parent Service, where a soldier could not reasonably expect to be supported by facilities (for example, FH) of that parent Service.

Individual job order

A work authorization document for M&R beyond the limitation of an SO, and which is required for all improvements regardless of costs.

Initial issue furnishings

Authorized items procured to outfit FH and UPH for the first time. For FH, initial issue includes furnishings items procured in support of new construction and new foreign leases and to support changes in JFTR allowances. For UPH, initial issue includes furnishings items procured in support of MCA-funded new construction and modernization projects and for augmentation as authorized. Furnishings items provided by MCA and NAF funds are excluded.

Initial military training

That military training which encompasses Reception Battalion operations, BCT, OSUT, AIT, ROTC, OCS, Warrant Officer Candidate School, Officer Basic Courses (transitions to Basic Officer Leader Course II and III), and recruiter, drill sergeant, and other initial military training cadre training. The term initial military training encompasses and replaces initial entry training.

Installation commander

The officer holding designated command responsibility for that installation and/or sub-installations. The Installation commander is normally the senior commander assigned to the installation. In most cases, the Installation commander is a general officer. In addition to handling mission functions, the Installation commander coordinates all installation functions for that installation and has operational oversight of all installation activities, including those discharged by the garrison commander. Installation commanders communicate installation management priorities not set by HQDA or IMA to garrison commanders. They may share some responsibilities with garrison commanders. In most cases,

Installation commanders also provide general officer–level guidance for all installation and installation support activities. Where the Installation commander is not a general officer, he or she may also serve as garrison commander under IMA command and control. An Installation commander must be assigned to the installation under his or her command. Installation commanders at the general officer level are designated by the SA through orders from the General Officer Management Office. Any other commanding officer in the grade of (O–6) or above, who commands a tenant activity within the geographic jurisdiction of a military Installation and who is not the garrison commander, is not considered an Installation commander.

Installation Management Agency

A field operating agency of the ACSIM. The IMA manages the Army’s installations and installation support services through a series of 7 geographic IMA regions.

Installation number

A 5–character identifying symbol used to provide continued and positive identification of the installation. These numbers may be obtained from the Installation Inventory of Military Real Property (see AR 405–45).

Involuntarily separated personnel

Soldiers who are separated from their families. In the case of FH, it includes those soldiers who elect to be unaccompanied by family members due to the lack of adequate housing at the permanent duty location. In the case of UPH, it includes those soldiers who have family members, to include a single soldier who has custody of family members, but qualify for permanent (rather than space–available) occupancy of UPH because either or both of the following apply: 1) FH is not programmable for the soldier regardless of desire to be accompanied and/or 2) The soldier is assigned to a location not in CONUS, Alaska, or Hawaii.

Key and essential personnel

Military and civilian personnel whose duties require their immediate availability on Army installations because of military necessity and/or operational requirements, as determined by the garrison commander.

Leased housing

Privately owned housing which is leased by the Government. The lease agreement defines the operation, maintenance, and repair responsibilities of the lessor and lessee.

Line Item Improvement Program

Post acquisition construction projects which upgrade specific systems or components or FH facilities (see non–whole house project).

Logical yard

The area immediately surrounding the DU, normally within 50 feet of the DU. However, the boundary may be extended beyond 50 feet to a logical line of demarcation, such as a road or a fence, or to encompass small common areas.

Long–range work plan

A planning document which identifies work and services for the 5 FYs beyond the period covered by the AWP.

Maintenance

The recurrent, day–to–day, periodic, or scheduled work required to preserve or restore a real property facility in such condition that it may be effectively used for its designed functional purpose. Maintenance includes work done to prevent damage which would be more costly to restore than to prevent. Maintenance also includes work to sustain existing components, such as renewal of disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

Maintenance and repair project

A logical plan of work on one or more real property facilities. The housing manager, in coordination with the DPW will determine what work to include in a maintenance or a repair project, basing judgment on good engineering practices, operational or administrative considerations, and economical contracting practices.

Make–ready costs

Costs of any necessary alterations, repairs, and/or additions to foreign leased housing units to provide adequate living accommodations. These costs apply only when the housing unit is initially acquired.

Manufactured home

A structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or when erected on site, is 320 or more SF, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, A/C, and electrical systems contained therein; except that such term shall include any structure which meets all of the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary (of Housing and Urban Development) and complies with the standards established under this chapter. (Definition per 42 USC 5402(6).)

Medical holdover

An RC soldier, pre-deployment or post-deployment, separated from his or her unit, in need of definitive health care based on medical conditions identified while in an active duty status, in support of the global war on terrorism. Soldiers whose mobilization orders have expired and were placed on active duty medical extension are included in this population.

Military necessity

Military conditions or factors which, in the judgment of the garrison commander, require an individual to be housed in a Government-owned or -controlled facility in order to carry out an essential operation or mission on a long-range continuing basis (see key and essential personnel).

Military personnel

Those persons appointed, enlisted, or inducted for military service into the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard.

Mobile home

See manufactured home.

Negligence

The failure to act as a reasonably prudent person would have acted under similar circumstances.

Net floor area (see also, NSF and NSM)

The total number of SF of the floor space inside the exterior walls of the unit, excluding the floor area of an unfinished basement, an unfinished attic, a utility space, a garage, a carport, an open or insect-screened porch, a stairwell, and any space used for a solar-energy system. The NSF is no longer used to plan and program the size of AFH new construction. However, 10 USC 2826(b) states that requests to carry out construction, acquisition, or improvement of military FH shall include the net floor area of each unit of military FH to be constructed, acquired, or improved. In the absence of actual measurements, NSF may be calculated as follows: $NSF = GSF/1.10$ (for houses/units which are slab on grade or have finished basements), or $NSF = GSF/1.24$ (for houses/units which have unfinished basements). For multistory apartment buildings which have common stairwells/elevators and unoccupied basements and attics, use the following: $NSF = GSF/1.60$ (for buildings with 4 occupied stories), $NSF = GSF/1.76$ (for buildings with 3 occupied stories), and $NSF = GSF/2.10$ (for buildings with 2 occupied stories).

New construction

The erection, installation, or assembly of a new real property facility. This includes utilities, equipment installed and made a part of the unit, and related site preparation (demolition, excavation, filling, landscaping, or other land improvement). It also includes venetian blinds and draw shades.

New work

That work which results in the creation of a facility, of an addition to an existing facility, or of a building component or system which did not exist prior to the work, irrespective of whether the work is funded from a construction or an O&M account.

Non-housekeeping unit

A housing unit for which the resident is not the caretaker and which is provided to the resident normally with furniture and furnishings in place, for example, unaccompanied personnel housing.

Non-whole house project

A post acquisition construction (improvement) project which addresses the maintenance, repair, and/or improvement only of specific components of a DU. It is normally used where there is no current need for concurrent multiple projects to be rolled into a single project or where fiscal limitations exist (see Line Item Improvement Program).

Obligation

A legal reservation of funds generally recorded at the time a legal binding agreement has been reached between an agent for the U.S. Government and a second party. It is established as a result of an order placed, contract awarded, services received, and similar transactions during an accounting period that will require payment during the same or future period.

1+1 criteria

The UPH barracks design criteria (under Whole Barracks Renewal Program), effective with the FY 1996 MCA program, which places 2 soldiers (E-1 through E-4) sharing a suite composed of 2 private living and/or sleeping rooms with walk-in closets connected by a shared bathroom and service area with sink, counter, refrigerator, and space for a microwave oven. Grades E-5 and E-6 will occupy the entire suite, providing them a living room, a bedroom, and a separate bathroom (see 1+1E criteria, 2+2 criteria, and modified 2+2 criteria).

1+1E criteria

An enhanced 1+1 barracks design criteria. It has larger rooms and closets than the original 1+1 module. This UPH barracks criteria, effective with the FY 2005 and/or 2006 MCA program, places 2 soldiers (E-1 through E-4) sharing a suite composed of 2 private living and/or sleeping rooms with walk-in closets connected by a shared bathroom and service area with sink, counter, refrigerator, and either a stove or cook top and a microwave oven. Grades E-5 and E-6 will occupy the entire suite, providing them a living room, a bedroom, and a separate bathroom (see 1+1 criteria, 2+2 criteria, and modified 2+2 criteria).

Open-bay facility

A large room housing 30 to 60 people.

Other real property

Real property other than an FH DU. It includes the following: carports, garages, playgrounds, and other buildings or facilities physically separated from the DU building; surrounding grounds and surfaced areas (except patios); common use areas, regardless of location, of duplex and multiplex FH units; and utility lines outside the building, up to the connection at the building 5-foot line. Real and personal property normally acquired and installed with other than FH funds are excluded (see dwelling unit).

Overhead

Those resources consisting of personnel, funds, and/or material which are used to provide indirect support for the accomplishment of the direct support mission of an organization.

Overseas Housing Allowance

Payment authorized by law designed to reimburse military personnel for overseas housing costs in excess of their basic allowance for quarters.

PCS Student

Personnel attending a training course or school course for 20 weeks or longer.

Permanent party personnel

Military personnel (includes RC personnel who are undergoing active duty for training for 20 weeks or more) and civilian employees who are assigned to or are attached to an installation in a PCS status.

Permissive TDY

A non-chargeable absence granted to attend or participate in activities of semiofficial nature to the benefit of the Department of the Army. May include house hunting trips. Formally called administrative absence.

Post acquisition construction

Family housing construction projects (excluding design) performed on existing FH which improves the structure, installed equipment, and ancillary support facilities. These projects include rehabilitation, modernization, alterations, additions, expansions, and extensions.

Preventive maintenance

The systematic care, servicing, and inspection of equipment, utility plants and systems, buildings and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor maintenance.

Primary floor finish

That flooring material which has a functional wearing surface and is aesthetically pleasing. This includes tile, sheet

vinyl, other resilient floor finishes, and wall-to-wall carpeting installed over subflooring or over another uneconomically repairable or replaceable primary floor finish. It excludes wall-to-wall carpeting or rugs installed over a primary floor finish in the public entertainment areas of general and flag officer quarters or of quarters occupied by the installation commander in the grade of 0-6.

Private housing

Housing not provided by the DOD components. Includes RCI housing.

Program level (furnishings)

Maximum quantity of an item required to provide furnishings support for authorized personnel.

Public entertainment area

That area in GFOQ, ICQ, the DU occupied by the Sergeant Major of the Army, or DUs occupied by special CSM position incumbents which includes the entrance foyer, living room, dining room, stairways, and hallways interconnecting these areas. Enclosed porches, dens, libraries, and family rooms (unless integrated) are not normally considered as part of the public entertainment area. Upstairs hallways (unless there is no bathroom available for guests to use on the first floor) and other areas of the DU are not considered as a part of the public entertainment area. Guest bedrooms in DUs of special command positions may be included if overnight accommodation of official visitors will be required.

Quarters

See housing.

RCI housing

Under the provisions of 10 USC 2871 *et seq.*, military family or military unaccompanied housing acquired or constructed by an eligible entity (that is, any private person, corporation, firm, partnership, company, State or local government, or housing authority of a State or local government). RCI housing is not Government housing. However, the Army controls who is eligible for housing consistent with the terms of the ground lease. The Army does not assign soldiers to RCI housing. Assignments are made by the eligible entity.

Real property facility

A separate and individual building, structure, utility system, or ORP improvement identifiable in the 3-digit CAT-CODEs listed in DA Pam 415-28.

Reallocation

Temporary realignment of FH to effect an equitable distribution of assets by grade category (see diversion).

Reasonable value

The rental value arrived at by the application of the basic rent principle, or the principle as modified in accord with OMB Circular A-45. It is based on an impartial study of comparable private rental housing.

Recruit

A newly enlisted soldier who has not yet completed basic combat training.

Redesignation

Permanent change in designation of FH from one pay grade category to another (see conversion).

Related facilities

Equipment, supplies, and services made available in connection with the occupancy of housing including, but not limited to, household furniture and equipment, garage space, utilities, subsistence, and trash and laundry services.

Rental housing

All housing facilities supplied, under specific DA direction, as an incidental service in support of Government programs for which a rent and related fees are charged, or are required to be charged, the resident for use of the premises. It includes, but is not limited to, the following: 1) housing owned or leased by the Government as well as housing supplied by contract between the Government and private firms; 2) housing not only for direct Government employees but also for Government contractors, contractors' employees, and all other persons whose housing is essential to the performance of a Government activity; 3) all Government-owned or -controlled housing units (housekeeping and non-housekeeping, furnished and unfurnished) including single family DUs, apartments, bunkhouses, housing, transient housing, supplied to personnel (civilian employees, military personnel, or others) under

specific Government direction as an incidental service in support of Government programs; and 4) FH units designated as substandard and occupied on a rental basis.

Repair

The restoration of a real property facility to such condition that it may effectively be used for its designated functional purpose. Repair may be overhaul, reprocessing, or replacement of deteriorated component parts or materials.

a. Repair includes the following:

(1) Correction of deficiencies in failed or failing components of existing facilities or systems to meet current Army standards and codes where such work, for reasons of economy, should be done concurrently with restoration of failed or failing components. Corrective work may involve incidental increases in quantities or capacities. A utility system may be considered “failing” if, because of technological obsolescence, it is inefficient and uneconomical, provided—

(*a*) The utility system or component of such system exists and is, in fact, energy inefficient or technologically obsolete.

(*b*) The system or component to be replaced has been in service for a minimum of three years.

(*c*) The project is estimated to have a payback period of 10 years or less.

(2) Major work required to restore a generally deteriorated facility to such a condition that it may be used effectively for its designated purpose.

(*a*) Such an undertaking may include, under the classification of repair, the relocation or reconfiguration of building components such as partitions, windows, and doors to the extent that they are replacements of existing components. Additional quantities beyond what existed is construction.

(*b*) Such an undertaking may include under the classification of repair, the relocation and reconfiguration of utility systems into arrangements to meet current standards to the extent that the total area or population served by the utility system being replaced is not increased. An increase in total area or population served is construction.

(*c*) In case of failed or failing systems, such an undertaking may also incorporate additional components, if based on good engineering practice, to permit the efficient and safe use of the replacement system.

b. Repair does not include increases in quantities of components for functional reasons, nor extensions of utilities or protective systems to areas not previously served. An increase in quantities of components for functional reasons, areas not previously served by utilities or protective systems, or increases in exterior building dimensions, is construction.

c. Complete replacement of a real property facility is construction, not repair.

Replacement

A complete reconstruction of a real property facility destroyed or damaged beyond the point where it may be economically repaired.

Replacement furnishings

Items procured to replace authorized items in the existing inventory which have become uneconomically repairable or unsuitable for their intended use. For UPH, also includes furnishings items procured—as new authorized items added to the CTA, or to support changes in JFTR allowances, or as part of an OMA-funded renovation or modernization project.

Representational housing

Housing designated and used for general and/or flag officers, civilians of comparable grade, installation and/or garrison commanders in the grade of O-6, the SMA, and incumbents of special CSM positions.

Reserve Component personnel

Members of the Reserve Components of the Uniformed Services of the United States (Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve).

Respondent

A person against whom a housing complaint has been registered.

Restrictive sanctions

Actions taken by the garrison commander to preclude military personnel from entering into a rental, lease, or purchase agreement with or occupying housing of, an agent who has been found to have discriminated against military personnel or their family members. Restrictive sanctions are effective against the agent, the identified facility, and all other facilities owned or operated by the agent.

Revitalization

Systematic replacement or renovation of Army real property with the goal of modernizing it to current standards. The

revitalization program recognizes that facilities have finite lives. In consideration of this fact, its goal is to revitalize annually forever a percentage of the facilities inventory so that no facility will exceed its economic and/or functional life.

Self-help

Resident performance of minor and simple repairs, maintenance, and certain minor improvements. This includes cleaning of Government-owned, -controlled, or -leased real and personal property assigned to the resident.

Senior mission commander

A title invoked in those situations where installations do not have a general officer assigned as Installation commander. The senior mission commander is a general officer with command oversight of one or more non-general officer Installation commanders. The senior mission commander conveys MACOM mission priorities to the Installation commander, provides executive oversight of installation activities, and communicates installation management priorities not established by HQDA or IMA to the Installation commander and garrison commander. Senior mission commanders are those general officers who are assuming Installation commander responsibilities at the installation to which they are assigned and will hold senior mission commander oversight for one or more additional installations. Senior mission commanders' orders from the General Officer Management Office will indicate their Secretary of the Army designation as Installation commander and will further specify the installations for which they will serve as senior mission commander.

Service order

A work authorization document used for small-scale M&R work on Government-owned or -leased facilities and equipment. It is limited to 40 man-hours of labor and/or \$1000 limit for labor and materials on OMA-funded new work. For FH, improvements (either incidental improvements or post acquisition construction) may not be accomplished as an SO (see para 7-5).

Set-aside

A housing unit set-aside by a landlord for use by military personnel. The soldier pays rent by payroll deduction (allotment) not greater than his or her housing allowances. Requires a negotiated agreement between the landlord and the installation.

Set of quarters

See dwelling unit.

Shelter rent

See basic rent.

Slab-on-grade

Concrete floor which is placed or poured on the ground level.

Soldier

A uniformed member of the Army. In this regulation, the term "soldier" also includes generically members of the other uniformed services and may refer to DOD civilians.

Special command position

A position designated by the Director of Administration and Management, OSD, if filled by a general or flag officer, or civilian or comparable grade, with public entertainment responsibilities requiring the incumbent to represent the interests of the United States in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank, and outstanding members of the business, industrial, labor, scientific, and academic communities.

Start-up costs

See make-ready costs.

Statement of nonavailability

A statement provided to authorized personnel to reside off-post and receive reimbursement for housing when adequate housing is not available. Also, sometimes referred to as a certificate of nonavailability (CNA).

Substandard family housing

DOD-controlled housing that was specifically authorized by Congress as "substandard" in, and prior to, FY 1973. Such

housing is not adequate and is occupied subject to a charge against a soldier's BAH for the fair market value of the quarters not to exceed 75 percent of the BAH amount.

Substandard UPH (not upgradeable)

All temporary UPH and that permanent UPH which does not meet minimum adequacy standards as set forth in paragraph 4-4 and cannot be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; neither will it be counted as adequate assets. (Formerly, substandard not upgradeable.)

Substandard UPH (upgradeable)

Permanent UPH that does not meet minimum adequacy standards as set forth in paragraph 4-4, but can be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; however, such UPH will be counted as adequate assets. (Formerly, substandard may be made adequate.)

Supplementary furnishings

Items of furnishings authorized for issue to supplement personal furnishings of general and flag officers, installation commanders in the grade of O-6, and the SMA having representational and/or official entertainment responsibilities.

Temporary duty housing

UPH established to meet short-term requirements for eligible military personnel and DOD civilian employees. Includes distinguished visitor quarters and visitor quarters. Commonly referred to as Army lodging.

Temporary duty students

Personnel attending a training course or school for less than 20 weeks in TDY status.

Temporary lodging allowance

An allowance designed to partially reimburse soldiers and their family members for the added living costs at an overseas duty station when it is necessary to occupy temporary lodging incident to PCS.

Temporary lodging expense

An allowance to partially offset the added living expenses incurred within the United States by soldiers and their family members when it is necessary to occupy temporary lodging incident to PCS.

Temporary lodging facilities

Specifically identified housing facilities operated by the military Services to provide short-term temporary housing accommodations. Includes facilities formerly referred to as guest houses except transient housing occupied by official visitors to the installation. Does not include facilities used primarily for rest and recreation purposes, or UPH (see Army lodging).

Trainees

Enlisted personnel undergoing initial military training to prepare for their first permanent duty assignment (includes personnel at Army training centers and Army service schools in either a TDY or PCS status) who have not been assigned a military occupational specialty.

Transient housing

See Army lodging.

2+2 criteria

UPH barracks design criteria which places up to 2 persons per bedroom in a 2 bedroom suite, built around a single shared bathroom. This criteria was used in the 1980s and through the FY 1995 MCA program. Beginning with the FY 1996 MCA program, the 1+1 criteria was used for barracks construction (see 1+1 criteria, 1+1E criteria, and modified 2+2 criteria).

2+2 criteria (modified)

A modified 2+2 UPH barracks design criteria (for Korea only) which places up to 2 persons per bedroom in a 2 bedroom suite. Each bedroom has a bathroom. There is no service area. Two soldiers, E-1 through E-4, share a room. Grades E-5 through E-9 occupy an entire room (see 2+2 criteria, 1+1 criteria, and 1+1E criteria).

Unaccompanied personnel

Military personnel and DOD civilians who either have no family members or are not accompanied by family members.

Unaccompanied personnel housing

Housing used to house personnel not residing with family members. It includes unaccompanied enlisted personnel housing, also known as barracks, EQ, BEQ, or SEQ. It also includes UOPH, also known as officer quarters, senior officer quarters, bachelor officers quarters, or unaccompanied officer quarters. It may include leased housing.

Unfunded costs

Costs which are charged to a different appropriation from that which is paying for a project.

Uniformed services

The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the U.S. Public Health Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Unit

A single dwelling, for example, a house or apartment designed for occupancy by one family. A duplex house consists of 2 units.

Unit integrity allowance

A management allowance which commanders use as an aid to unit cohesiveness and readiness. The appropriate level for applying this allowance is the battalion.

United States

The 50 states, the District of Columbia, and U.S. territories and possessions.

U.S. overseas

Alaska, Hawaii, and U.S. territories and possessions.

U.S. territories and possessions

Outlying areas of the United States, including Puerto Rico, Virgin Islands, Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.

Utilities

Facilities and systems that provide water supply, wastewater, solid waste (non-hazardous) management and disposal, electric power, heating, cooling, and refrigeration. Utilities also include: 1) related services when furnished as an individual service, such as lawn care and garbage and refuse disposal, where these are not furnished by the communities where the housing is located, and 2) janitorial and other custodial services, where not furnished occupants of comparable housing. Utilities exclude those services typically provided by a local government agency which a garrison commander provides in the discharge of his or her overall responsibility and maintenance, such as police and fire protection, and snow removal.

Verifier

Volunteer used during the course of a housing discrimination investigation to determine if housing discrimination is being practiced by an agent as alleged. Not required to be prospective tenants.

Voluntarily separated persons

Soldiers who are separated from their families. In the case of FH, it includes soldiers who, for reasons other than availability of housing at the permanent duty location, elected not to be accompanied by family members. For UPH, it includes soldiers in CONUS, Hawaii, or Alaska, for whom FH would otherwise be programmable, but who elected for any reason not to be accompanied.

Whole Barracks Renewal Program

A holistic approach to providing single soldiers with community living areas, where barracks are the foundation of a contiguous area that includes adequate supporting facilities such as landscaping, parking, recreation areas, service areas (laundry, kitchen, mail), consolidated dining facilities, and so forth.

Whole house project

A comprehensive project for revitalizing, modernizing, renovating, or rehabilitating a dwelling unit by doing all required work (maintenance, repair, and/or improvement) at one time. A whole house project is normally used where dwelling unit age has either caused failed or failing systems and components or resulted in obsolete amenities

inconsistent with those found in contemporary housing. Such a project results in lower costs, less down time on dwelling units, improved service to residents, and better housing for families (see also revitalization).

Whole neighborhood revitalization

Systematic performance of the work necessary to bring overage FH facilities to new construction standards by addressing dwelling units, supporting infrastructure and/or recreational facilities, and energy conservation retrofits. It includes doing all required work (maintenance, repair, and/or improvement, or replacement) at one time (see revitalization).

Willful misconduct

Intentional damage, destruction, or loss of Government property.

Section III

Special Abbreviations and Terms

This section contains no entries

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