



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMEU-GFW-ZA

1 December 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #20; Family Housing

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope.** This policy letter is applicable to all military units, commands, and tenant organizations serviced by the USAG Grafenwoehr. USAG Hohenfels and USAG Garmisch will develop their own Standing Operating Procedures (SOPs) and Housing Policies.
3. **References.**
 - a. AR 420-1, Chapter 3, Army Facilities Management, 28 March 2009.
 - b. AE supplement 1 to AR 420-1, Army Facilities Management, 20 November 2008.
4. **Policy.** This policy letter addresses the management of all Army Family Housing (AFH) facilities. Specifically, it describes the waiting list procedures during times of deployment and reintegration, and responsibilities for all military and civilian personnel and their Family Members occupying Government owned/controlled on post quarters, leased Family housing, and Private Rental housing. It also establishes guidelines for Area, Building, and Stairwell Coordinators where applicable. I endorse the following SOPs and Policies as my own, and hereby direct full compliance:
 - a. Standing Operating Procedure for Family Housing.
 - b. Senior Officer and CSM Quarters Assignment Procedures.
 - c. Designated Position Quarters and Key and Essential Housing Procedures.
 - d. USAG Grafenwoehr Housing Waiting List Priority during Mass Turnover Periods and Deployments.
 - e. Housing Waiting List Policy Clarification.
 - f. Temporary Assignment of Soldiers to UPH to avoid Family Violence in AFH Units.

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5. **Point of Contact.** Point of contact for the Housing SOPs and Policies is the USAG Grafenwoehr Housing Manager, 475-7091 or 09641-83-7091.

A handwritten signature in black ink, appearing to read "Avanelas R. Smiley". The signature is written in a cursive style with a large initial 'A'.

AVANULAS R. SMILEY
COL, IN
Commanding

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