



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-ZA

2 August 2012

US ARMY GARRISON COMMAND POLICY LETTER 2-6

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment and Duties of Area and Building Coordinators

1. **REFERENCE**: AR 420-1, Army Facilities Management, 12 February 2008.
2. **PURPOSE**: To establish policy, responsibilities, and procedures for the housing coordinator program.
3. **APPLICABILITY**: This policy memorandum applies to all occupants of government-controlled family quarters in Hannam Village, Krzyzowski Hills (Itaewon Acres), Loring Village (Blackhawk Village), Koelsch Grove (Eagle Grove) and Burke Towers.
4. This Command Policy supersedes Area II Support Activity Revised Command Policy #2-6, SAB, 01 March 2009.
5. **GENERAL**:
 - a. Maintaining high standards of discipline, cleanliness, and sanitation in family housing areas is the primary responsibility of the Commander, US Army Garrison Yongsan (USAG Y). To obtain these high standards, the housing chain of command is established as follows: Chief, Family Housing; Area Coordinator (AC); Building Coordinator (BC); and sponsor.
 - b. All coordinators will be appointed on orders.
 - c. Area and Building Coordinators will be appointed by the Director of Public Works (DPW) for a minimum of one year. After the one-year period, incumbents will retain their assignment unless a more senior person is available. Assignments are not based solely on seniority. Consideration will also be given to location, type of duties, and family member composition.
 - d. Appointments will remain in effect until a replacement coordinator is appointed on orders. To ensure that new coordinators are appointed in a timely manner, it is the coordinator's responsibility to notify the Housing Division within 60 days of the date of departure/clearing quarters.
 - e. Requests for relief from assignment as a coordinator will be submitted to the DPW through the Chief of Housing.

IMYN-ZA

SUBJECT: Appointment and Duties of Area and Building Coordinators

f. The Commander, USAG Y is responsible for protecting and fostering the quality of life within the housing areas. This policy letter authorizes the Area and Building Coordinators to act as representatives of the Commander to ensure that sponsors and their family members comply with community and regulatory standards of conduct while occupying Government quarters.

g. Sponsors appointed by the housing chain of command will not simultaneously occupy more than one position. Personnel with less than 12 months left in the command will not be appointed as coordinators.

h. Specific duties and responsibilities of the coordinators and residents of Government-controlled family housing are defined in this policy.

6. **RESPONSIBILITIES:**

a. DPW. The DPW is responsible for promoting the general welfare, morale, safety, security, sanitation, and cleanup, while maintaining good order and discipline in the housing areas. The DPW has the authority to:

(1) Recommend Area and Building Coordinators.

(2) Inform coordinators of disciplinary policies and procedures.

(3) Resolve matters pertaining to violations of regulations, destruction of Government property and general lack of cooperation by occupants of family housing.

(4) Request advanced return of family members to the Continental United States (CONUS), if deemed necessary, when family members become involved in incidents which are embarrassing to the United States Government; are prejudicial to the health, order, morale, and discipline in the command; or create conditions adverse to the safety of the community.

b. Area Coordinators. The Area Coordinator will:

(1) Coordinate with the Housing Office to address issues such as maintenance, repair and improvement projects.

(2) Monitor area security, safety, and sanitation to provide a harmonious living environment in the housing area.

(3) Supervise the Building Coordinators to ensure they are fulfilling their responsibilities.

IMYN-ZA

SUBJECT: Appointment and Duties of Area and Building Coordinators

(4) Make recommendations to the DPW for area improvements and disciplinary actions on problem tenants.

(5) Attend town hall meetings.

c. Building Coordinators (BC's). Building Coordinators will:

(1) Contact the Area Coordinator within two days of assuming duties.

(2) Assist the Area Coordinator in maintaining a safe, secure, harmonious, and cooperative environment within their buildings.

(3) Post housing chain of command and general resident information on common area bulletin boards.

(4) Inspect building to ensure areas remain clean, safe, and in good repair. Report deficiencies to the Mayor and /or maintenance contractor who is responsible for ensuring buildings remain in good repair.

(5) Coordinate activities of occupants in programs aimed at improving living conditions.

(6) Familiarize new family sponsors with regulations and policies governing living in Government housing.

(7) Act as the building fire marshal. The BC will prepare and post emergency numbers on building bulletin boards, if applicable. Upon receipt of orders, newly appointed BCs must report to the Yongsan Fire Department within seven days to receive a briefing on specific fire marshal duties.

(8) Act as liaison between tenants and the chain of command and represent tenant interests by attending all town hall meetings.

(9) Assist Housing Division in maintenance, repair, and improvement projects.

d. Sponsor. Sponsors will:

(1) Be responsible for caring for Government quarters and property as any prudent homeowner would. They must maintain assigned property in a clean, orderly, and proper condition. Sponsors must cooperate with other residents to maintain sanitary, safe, secure, and desirable living conditions.

(2) Take every reasonable action to prevent damage to Government property.

IMYN-ZA

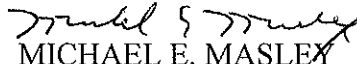
SUBJECT: Appointment and Duties of Area and Building Coordinators

(3) Use quarters only for his/her immediate family and bona fide guests. Quarters will not be used as business premises except when approved by the Commander, USAG Yongsan, ATTN: IMYN-PWH.

(4) Immediately report to the Housing Division any circumstances which may change their eligibility for quarters (e.g., early return of family member(s), occasions when family member(s) no longer reside with sponsor or vice versa, absences of family member(s) in excess of 90 days). The sponsor will terminate Government quarters within 30 days of divorce or separation if the sponsor no longer qualifies for government quarters.

(5) Conserve utilities by turning off unnecessary lights and appliances.

7. Point of contact is Chief, HSO, Housing Services Branch, 738-3211.


MICHAEL E. MASLEY
COL, AG
Commanding

DISTRIBUTION:

A